

GOING VIRTUAL OR HYBRID? SUPPORT INTERPRETATION SAFETY AND QUALITY!

Follow these requirements and best practices to protect interpreters and facilitate interpretation.

1

MANDATORY



SOUND QUALITY

Speak through the Internet audio (not a phone line) using a wired (not Bluetooth) tabletop microphone or headset with boom microphone.

2



INTERNET CONNECTION

Use a fast, wired (not wireless) connection, and limit the number of other people and applications using your bandwidth.

3



PARTICIPANT IDENTIFICATION

Use your first name, last name and organization as your on-screen ID, and identify yourself when speaking.

4



AVOIDANCE OF DISTRACTIONS

Appear in front of a plain background, and mute all of your devices' audio notifications.

5



MEETING DISCIPLINE

Speak only on your turn, and stay muted when not speaking.

6



CLARITY OF SPEECH

Speak slowly, and if you have a written speech, provide a copy in advance to the interpreters.

Created by
the Translation Bureau

