

GOING VIRTUAL OR HYBRID? SUPPORT INTERPRETATION SAFETY AND QUALITY!

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

1

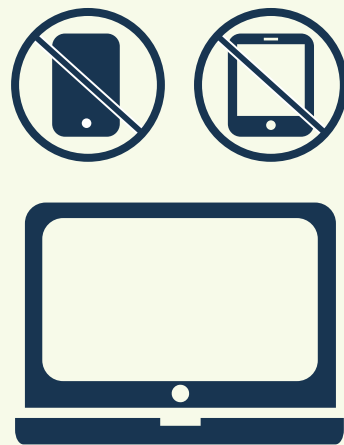
MANDATORY



SOUND QUALITY

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

2



HARDWARE

Participate using a computer, not a smart phone or tablet.

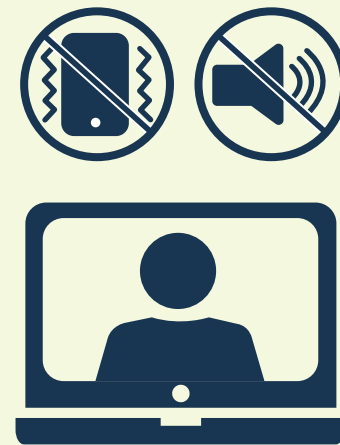
3



INTERNET CONNECTION

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

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
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