Coop l'Argot
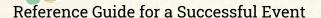
REMOTE SIMULTANEOUS INTERPRETATION

Reference Guide for a Successful Event

In the upheaval caused by the COVID-19 pandemic, conference interpreters have had to make considerable changes to their practices to adapt to remote interpretation. The absence of a soundproofed cabin and sound technician have significantly complicated their working conditions. If you're planning to use an interpretation service, this guide will help you provide the best possible working environment so that your interpreters can provide *you* with the best-quality service!

- ✓ Use an Ethernet connection rather than Wi-Fi
- ✓ Shut off all audio notifications (text messages, applications, ringtones, etc.)
- ✓ Choose a quiet and well-insulated area from which to attend the videoconference
- ✓ Close all doors and windows to avoid background sounds
- ✓ Mute all participants prior to admitting them from the waiting room
- ✓ Reduce any visual interference caught by your camera (e.g., TV screen, flickering lighting, etc.)
- ✓ Turn on your camera and look at it when speaking
- ✓ Speak at a moderate pace
- ✓ Avoid reading from a pre-written text. If you must do so, make sure the interpreters have received the text in advance of the session
- ✓ **Use a high-quality microphone** when speaking during the session
  - o Make sure not to touch or move the microphone when it is unmuted
  - o Use a directional microphone or a headset with a built-in microphone
  - o Avoid using your computer's internal microphone as the audio quality is often too poor to allow for adequate interpretation
  - o Mute your microphone as soon as you have finished speaking