Tips for *speakers*

for virtual multilingual meetings with simultaneous or consecutive interpretation

BASED ON THE EXPERIENCE OF AIIC'S CONFERENCE INTERPRETERS

In online multilingual meetings, cooperation is essential. Interpreters are there to help speakers and participants overcome communication barriers and build bridges between cultures. These are a few simple tips for you to help interpreters get your message across in the best possible way.

aiic
ASSOCIATION INTERNATIONALE DES INTERPRÈTES DE CONFÉRENCE
INTERNATIONAL ASSOCIATION OF CONFERENCE INTERPRETERS

aiic.org

1
Hard-wire your computer to broadband via an Ethernet cable
Your internet connection will be more stable. Connections via Wi-Fi or hotspots are not suitable for online meetings with interpretation.

2
Use an external and quality plugged-in microphone
The audio quality of built-in microphones on computers or mobile phones is not optimal for interpretation. Interpreters need high-quality audio input to interpret your message without skipping a beat.

3
Control your environment
Choose a quiet, controlled environment. Remove external distractions. Disable all push notifications on your phone, laptop or desktop.

4
Raise your camera or computer to eye level
Make sure the interpreters can see you. Lip reading and body language will help interpreters connect better with what you are saying.

5
Adjust your lighting
Make sure the room has enough light, preferably natural light. Sit facing your light source.

6
Share all documents and/or presentations with the interpreters
The quality of their work will be enhanced if you share your presentation with them in advance.

7
Schedule a rehearsal with the interpreters
Not only is this important from a technical standpoint, it's also an opportunity for the interpreters to familiarize themselves with your speaking style and to iron out any kinks before the big day!

8
Only the speaker's microphone should be open
There is nothing worse than overlapping voices and background noise during a virtual event, especially for the interpreters.

9
Always state which language you will be using
This will allow participants to decide whether they can listen to the original audio or if they need to switch to the interpreters' channel.