

4 STEPS

TO PARTICIPATING IN A MEETING WITH REMOTE SIMULTANEOUS INTERPRETATION

Interpreters need optimal sound in order to do their job properly and safely. What is often perceived as passable sound for meeting participants is actually unacceptable for those working in the booths.

To enable proper interpretation of your statement in all six UN languages, please follow the four steps below. Additionally, it is strongly recommended that you participate in the sound checks conducted by conference staff prior to every session and every meeting.

1. Use an Ethernet cable to connect your computer to your router.

Wi-Fi internet connections are not stable enough for meetings using an interpretation platform.

If you are using a cable and your connection is still poor, please check the additional [Computer Troubleshooting Tips](#).

2. Use a proper external microphone.

Please make sure you use a unidirectional table or lapel microphone, as this is essential for the interpreters' hearing health and capacity to do their job properly.

See below the [specifications](#) to look for, a [list of suggested devices](#) and [advice on how to use your microphone](#).

Make sure you procure your microphone ahead of the meeting. Should you not have a lapel mic or unidirectional table microphone before the start of the meeting, you may use a headset as a last resort.

Neither your computer's built-in microphone nor your mobile phone earbuds with microphone will deliver the sound quality required for interpreters to do their job. Avoid wireless devices, including Bluetooth, as they create interferences.

3. Intervene from a quiet setting.

Participate from a quiet room. Close the doors and windows, mute all notifications on your computer and devices around you. Prefer smaller rooms to avoid echo.

4. Turn on your camera when taking the floor.




Interpreters rely on the visual cues to do their job properly. Mind your background and lighting.

If you are experiencing connectivity issues, these are best solved by following steps 1 and 2 above, rather than by turning off your camera.

HOW TO SOUND YOUR BEST

I. Microphone specifications

Look for microphones that satisfy the following requirements:

Type	Table mic	
	Lapel / Lavalier	 
Connector	USB	Those are much more easily recognized by your computer.
Pattern	Unidirectional / Cardioid	In order not to pick up extraneous noise.
Frequency range	At least 125-15.000Hz	A minimum to ensure a natural sound.

II. How to position and use your microphone

Table microphone

- i. Keep the microphone **6 to 8 inches (15 to 20 cm) to your mouth.**
- ii. Speak into the **front side** of your microphone.
- iii. Keep any possible unavoidable noise sources (such as your **computer's fan**) **behind your microphone.**
- iv. If applicable, please also mind the following:
 - a. Use the mode or pattern knob to **select the cardioid (unidirectional) pattern.**
 - b. The gain knob controls the amount of sound you're feeding into your computer. So, **the higher you turn the gain the louder you and any background sound will sound.**

Lapel microphone

- i. Position the microphone on the chest, about a handspan from the mouth (6-8 inches / 15-20 cm).
- ii. Clip it to the edge of a suitable piece of clothing (shirt, blouse, jacket, tie...) or on the neckline of a t-shirt or sweater.
- iii. Avoid a position where other clothing might rub against the microphone.

III. Suggested examples of recommended microphones

Table microphone



Manufacturer	Series / Model	Pattern	Microphone frequency range
Blue	Yeti USB	Multiple	20 – 20.000 Hz
Fifine	Gooseneck USB	Cardioid	50 – 17.000 Hz
Rode	NT USB	Cardioid	20 – 20.000 Hz
Rode	NT USB mini	Cardioid	20 – 20.000 Hz

Lapel microphone


Manufacturer	Series / Model	Pattern	Microphone frequency range
Fifine	K 053 USB	Cardioid	50 – 16.000 Hz

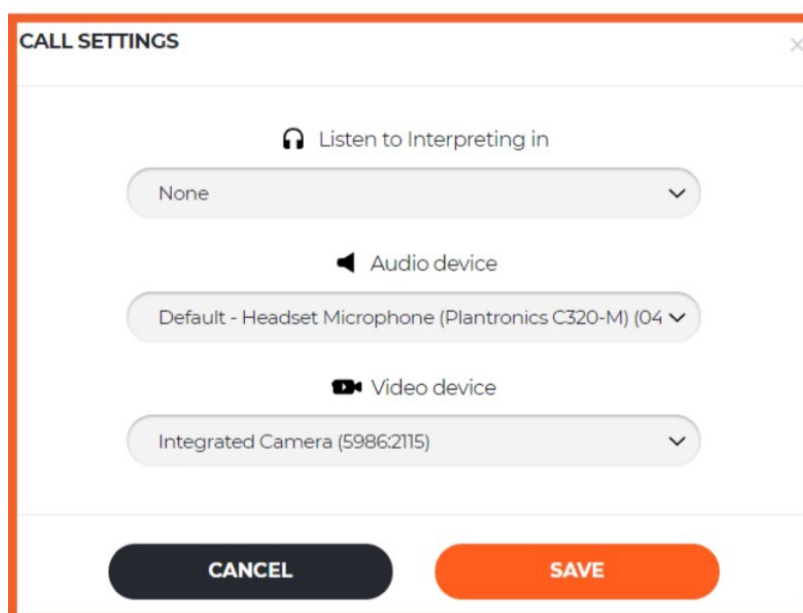
Headset

Manufacturer	Series / Model	Microphone frequency range
Cyber Acoustics	AC 6012	100 - 16.000 Hz
HAMA	AH 100	30 - 16.000Hz
HAMA	Black Desire	30 - 15.000 Hz
HAMA	Urage Soundz 113737	20 - 20.000 Hz
Logitech	G 332	100 - 20.000 Hz
Logitech	Zone Wired	20 - 16.000 Hz
Sennheiser	GSP 350	10 - 24.000 Hz

HOW TO ENABLE YOUR USB MIC ON INTERPREFY

Enabling your USB mic **is very easy!**

1. Please **plug in** your USB mic **before logging in**.
2. Make sure you have **allowed your browser access to your camera and audio**.
3. Log in to Interprefy and check that it is using the proper microphone.
 - Go to settings  on the Interprefy webpage;
 - Make sure that your USB mic is the one selected in the “Audio device” drop-down box. Please note that you cannot change the setting while streaming.
 - If you logged in before plugging in your USB audio device, Interprefy might not recognize it right away. Just log out, plug in your device and log in again.



COMPUTER TROUBLESHOOTING TIPS

1. **Are you using an Ethernet cable and a recommended table/lapel mic and, still, the sound quality remains substandard? **The additional steps below may help:****
 - **Clear all cookies** in your browser and reboot your computer prior to the meeting;
 - **Close all programs and applications** that are not strictly necessary for the meeting;
 - **Use a computer that matches the minimum technical requirements:** the equivalent of an Intel i5+ or above CPU, with at least 8GB memory (RAM).
2. If the sound quality remains substandard after taking the above measures, we recommend that you **participate from a different location with a better Internet wired connection and repeat the sound check at your earliest convenience.**

