Being interpreted

(INTERPRETING REMOTE and ON-SITE PARTICIPANTS)

Interpretation at the UN

6 6 official languages

250 staff members in 4 duty stations plus freelancers

Interpreter is…

Translator is…

Verbatim reporter is…

How does interpretation work?

There will always be a slight **lag** between your delivery and the interpretation

Interpreters transmit **meaning and ideas**, not words

Please speak at a **reasonable pace**

Try to **avoid pausing** in the middle of a sentence or point

Acronyms

References to **documents**, etc.

Documents

- Please make copies of your statements/ talking points/ presentations available as soon as possible

- Please email your statement to estatements@un.org

- Rest assured that interpreters will treat your statement as confidential and will always check against delivery

Use of the microphone in meeting rooms

How to request the floor

Turn the mic towards you

Speak directly into the mic

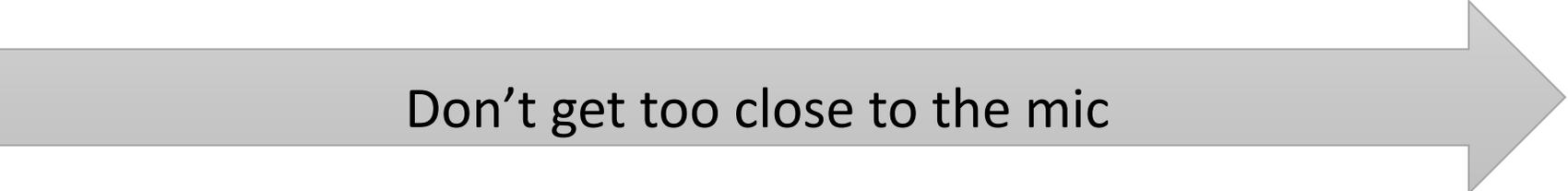Move laptops, cell phones and headsets away from the mic

Don't

Tap the mic

Shuffle papers in front of the mic whilst speaking

Don't get too close to the mic

Don't turn away from the mic

Remote Participation:

You participate in a meeting from your home/office using a computer and via the Internet

You are not in the same physical meeting room with other delegates

Interpretation in this set up is challenging because:

- Sound (and picture) quality is considerably lower than in a regular meeting
- Sound (and picture) quality is uneven
- Technical problems crop up

What interpreters do to mitigate these difficulties:

- We underwent training on the use of remote interpretation platforms

- We all use the same standard quality equipment

- We connect to the Internet via cable (Ethernet)

What you can do to ensure:

Interpreters can hear (and see) you
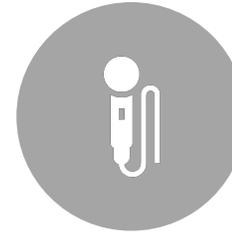
And therefore can interpret you

Interpretation does not stop for technical reasons

Our requirements on

INTERNET CONNECTION

MICROPHONE

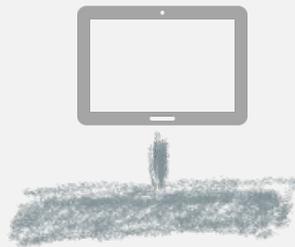**YOUR SURROUNDINGS**

CAMERA AND IMAGE

DELIVERY "DOS AND DON'TS"

Internet connection requirements:

Via an Ethernet cable connected to the modem (rather than Wi-fi)

Use a computer (instead of a tablet or a smartphone)

Microphone requirements

- Use a separate unidirectional microphone, a lapel mic (**not spider/ airpod/earbud/built-in microphone**). If using a headset, make sure it has a built-in mic.

- Preferably with a USB connection to your computer

- Adjust your settings accordingly

- The microphone should provide for echo cancellation

- Speak directly into the microphone

- Make sure to use the same setup during the onboarding and the actual meeting

What you want
to sound like

Surroundings requirements:

You should be indoors and somewhere quiet

Turn off background sounds and noises (e.g. loud air conditioning)

Turn off sound notifications on your electronic devices

Close non-essential applications on your computer

Follow the technical requirements applicable to your meeting

Camera requirements:

- Double check that your camera is turned on
- It should provide a clear front-on view of the speaker from the waist up
- Avoid strong backlight (e.g., a window)

Dos and Don'ts:

Only turn your microphone <u>on</u> when taking the floor

Keep papers away from the microphone to avoid the rustling sound

Speak at a moderate pace

If you intend to read a prepared statement please give a copy to the interpreters in advance.

Remember to turn the microphone <u>off</u> at the end of your statement and keep it muted when you are not speaking

Always keep your camera on while taking the floor

Important warning

What happens if speakers don't use the required mic and internet connection?

- Poor sound has a major impact on interpreter's auditory health

- If audio quality is poor, interpreters will have to suspend interpretation and your message will unfortunately not be conveyed in other UN languages

Help us make you sure that you are heard!

Thank you for your attention.

We are looking forward to providing you with interpretation service!

For more information, visit us on:

https://www.un.org/dgacm/en/content/remote-participation-requirements-multilingual-united-nations-meetings