

BEST PRACTICE FOR SPEAKERS

ONLINE EVENTS WITH INTERPRETING

ROOM

Room characteristics affect the quality of sound and video over the Internet

Choose a small room to avoid echo. Close any windows and doors to reduce external noise. Choose a neutral background and make sure the lighting is even (no backlight!). This way, other participants and interpreters will see and hear you better and clearer.

SPEAKING

Remote events are more challenging than live ones, even in good technical conditions

Do not haste when taking or passing the floor—fluctuating internet speeds can cause lagging or speech distortion. Speak at a moderate pace and try not to read. If not using a headset, use a directional microphone positioned between 30 and 50 cm from your mouth.

TESTING

Eliminate any shortcomings beforehand

Take part in a practice run before the event, test the equipment and go through the script. Always test-play the presentations and videos, and check the cameras.

Based on the Guidelines for Remote Interpreting ([available in Slovenian](#)). For more information, contact ZKTS: zkts@zkts.si or +386 41 648 416.

EQUIPMENT

Interpreters can only do their job if they see and hear you well

Are you joining the meeting from your office or your home? Use a network cable (wired connection) and disable all sound notifications on your computer. Use a headset and a directional microphone (frequency range 125–15,000 Hz). Do not move or touch the microphone while speaking.

SUPPORTING MATERIALS

Interpreters are your voice in a foreign language, but they can only convey your message faithfully if you help them to prepare well

If using a graphic presentation or a written speech, send it to the interpreters before the event so they can study it. Of course, they will only interpret what they hear. The materials will be handled in a professional and careful manner, respecting confidentiality.

ETIQUETTE

Making a good impression is important at remote events, too

Try looking into the camera while speaking. If not using a headset, do not turn your head away from the microphone. Mute your microphone when not speaking.