

The
Translation
Bureau

NEW MANDATORY TECHNICAL REQUIREMENTS FOR VIRTUAL MEETINGS WITH SIMULTANEOUS INTERPRETATION



Public Services and
Procurement Canada

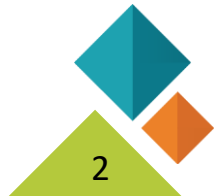
Services publics et
Approvisionnement Canada

Canada



THE IMPORTANCE OF SOUND QUALITY

- Sound quality greatly affects interpreters' health and safety.
- Good sound quality is also essential for getting your message across to your audience in the other language(s).

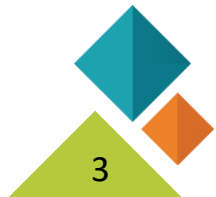


CHALLENGES



Interpretation in meetings with virtual participants is challenging because:

- Sound (and picture) quality is lower than in a regular meeting.
- Sound (and picture) quality is uneven.
- Technical problems crop up.
- Interpreters are experiencing a sharp increase in health and safety incidents and are taking medical leave related to sound quality.





MANDATORY MICROPHONES



- USB-connected headset (boom microphone positioned close to mouth)

or



- Conference or gooseneck directional microphone (positioned at correct distance)





MICROPHONES – PROHIBITED



Bluetooth



Omni-directional microphone



Earbuds



Built-in computer microphones





SUGGESTED MICROPHONES*

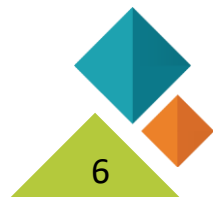
Headsets:

- SENNHEISER PC-8 USB
- KOSS CS300 USB
- LOGITECH H340 USB

Stand-alone microphones:

- BLUE YETI USB MICROPHONE
- FIFINE GOOSNECK USB MICROPHONE

*contact Translation Bureau if you have questions



VIRTUAL AND HYBRID MEETINGS : REQUIREMENTS



Device



Connect on a computer with an ethernet cable



Avoid using WIFI





VIRTUAL AND HYBRID MEETINGS : REQUIREMENTS

Avoid using smartphones and tablets

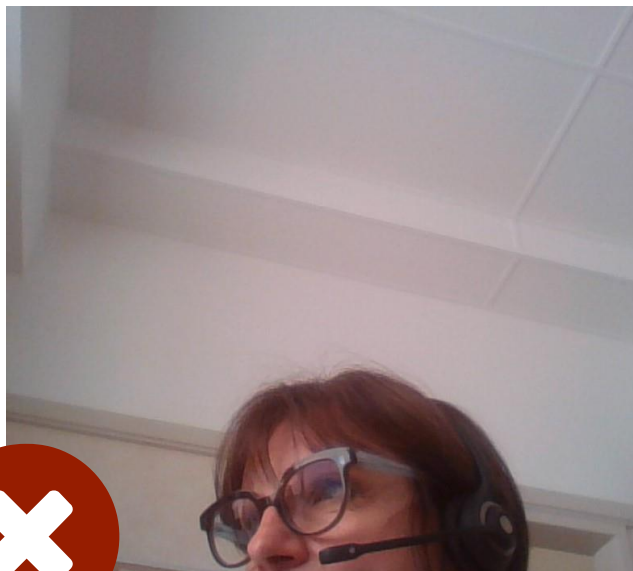
They cannot be connected via an ethernet cable and RAM / processor strength insufficient





VIDEO IS ESSENTIAL

- All speakers must turn on their video when taking the floor.
- The speaker should be well framed, and not be backlit.



SETTING UP



- ✓ Find a quiet space to avoid background noise.
- ✓ Plug in your computer, ethernet cable, headset and microphone.
- ✓ Switch off other applications and sound notifications.
- ✓ Keep other devices separate and muted.
- ✓ Send speaking notes to interpreters.
- ✓ Participate in a sound check – it is critical.





DURING THE MEETING

- Turn on your camera
- Speak directly into microphone
- Speak at a measured pace
- Turn microphone off after speaking
- Flag issues to meeting moderator/organizer



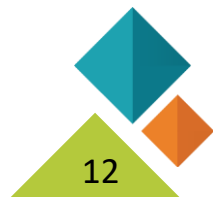
- Avoid touching the microphone
- Avoid rustling papers close to the microphone





FINAL REMARKS

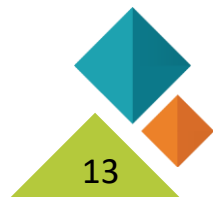
- Successful meetings with virtual participants and simultaneous interpretation require high-quality sound and video.
- Proper equipment, connection and preparation are crucial.
- Send us all the relevant documentation well in advance of the meeting to allow interpreters to prepare accordingly.
- Timely access to documents and speeches that will be presented during the meeting is even more critical for interpreters in virtual and hybrid meetings.





Thank you

**Send your technical questions to:
TBAV-BTAV@PARL.GC.CA**



13

