



# Requirements for remote participation

## High quality audio is essential

The risk of suspension of interpretation and of damage to the hearing of interpreters increases as audio quality deteriorates.

The best way of achieving optimal audio quality is to observe the following requirements:

Device	Internet connection	Camera	Microphone	Setting
 <p>Connect to the meeting from a desktop or laptop computer, never a tablet or smartphone.</p>	 <p>Make sure you use the platform-recommended browser, and that said browser is fully updated. If you are using ZOOM, please make sure you have the client software installed on your PC and make sure you have the latest version.</p>  <p>Use an ethernet cable to ensure maximum stability. In the absence of an ethernet cable, ensure your WiFi signal is excellent.</p>  <p>Minimum upload and download speed should be 10 Mbps. This can be measured on sites such as <a href="http://www.speedtest.net">www.speedtest.net</a></p>	 <p>Participants who wish to take the floor should have access to a camera. The camera should provide a clear, frontal view of the speaker, ideally from the shoulders up. Avoid backlighting.</p>	 <p>Attach a USB-connected, unidirectional, microphone to your computer, together with separate headphones.</p>  <p>Built-in computer microphones, as well as wired or wireless EarPods or earbud type microphones (e.g. Apple earpods), should not be used.</p> <p>Ensure that your computer and the platform recognize the microphone and headphones.</p> <p>Position the microphone in front of you at a reasonable distance as recommended by the manufacturer and speak directly into it.</p>	 <p>Participate from a quiet indoor room, with no echo or reverberation, with the doors and windows closed and with all other sources of background noise and interference eliminated (turn off loud air conditioning, etc.).</p> <p>All sound notifications and applications on all devices should be turned off before the meeting starts.</p>

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**Before you connect** Please refer to the user guide of the platform you are going to use for login and interface information.

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**When you connect** Please type your credentials: **Country** or **Organization\_First Name\_Last Name** – or any other format as specified by the organizing secretariat.

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**When taking the floor** Just a reminder for our delegates: once the chair gives you the floor, please do not forget to click on the 'raise hand' icon. This is important, as it will notify the technical moderators to unmute your microphone. By default, microphones are muted to avoid multiple sources of sound and allow interpreters to translate your message.

- Microphone and camera should be turned on only when taking the floor.
- Papers should be kept away from the microphone while speaking to avoid rustling that drowns out the sound and that is very unpleasant for listeners.
- Speak at a moderate pace; no more than 100 – 120 words per minute.  
[Watch this video as an example of 120 words per minute](#)
- If reading from a statement etc., this should be provided in advance and the interpreters will check against delivery.
- The microphone should be turned off at the conclusion of each statement, and remain muted, to avoid sound distortion and to avoid drowning out the next speaker.

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**One hour before the meeting** For delegates taking the floor, please log in **1 hour before** the start of the meeting to test your connection, assess your sound quality and address any questions regarding the platform interface.

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**Connecting from a conferencing room** If connecting from a video-conferencing or conferencing room, make sure it is equipped with unidirectional, goose-neck microphones, one per participant. Ceiling microphones and omnidirectional 'spider' microphones are not suitable for use.

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**Technical data for recommended microphones** Attach a USB-connected, unidirectional, cardioid pattern desktop microphone to your computer, together with separate headphones: (Microphone specifications: Polar Pattern: Cardioid (directional); Frequency Response: 20Hz-20kHz; Max SPL: 110dB (THD: 0.5% 1kHz)

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**Video messages** A pre-recorded video statement needs equally good sound and visuals and so should also be recorded following the recommendations above.

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## Dear meeting participant,

We acknowledge that sound quality during remote meetings can sometimes be problematic for participants. Inadequate sound quality also hinders the ability of interpreters to effectively interpret remote participants. High-quality audio is therefore essential if interpreters are to provide their services.

To this end, we are pleased to share with you some more detailed information on equipment and connection requirements via the [UN Geneva website](#).

You can also access a series of short video tutorials and other helpful material at the [UN Geneva RSI resources webpage](#) ahead of your participation in your next meeting with interpretation. Following the guidance available from these online resources will help to ensure best possible quality of audio for the purposes of interpretation during your intervention.

Thank you for your attention to these important points, and we remain at your disposal to provide any additional assistance.

 <p>Be in a <b>quiet location</b> – close the windows and doors and turn off the air conditioning</p>	 <p>Use a <b>computer</b>, not a smartphone or tablet</p>	 <p>Mute and turn off your <b>microphone and camera</b> when you have finished speaking</p>	 <p>Don't touch the <b>microphone</b> or rustle papers near it whilst speaking</p>			
 <p>Plug in your unidirectional, USB-connected, <b>desktop microphone</b></p>	<h1>Sound quality</h1> <p>for remote interpretation</p>		 <p>When speaking, turn on your microphone and camera and <b>speak directly into the camera</b></p>			
 <p>Plug in your <b>ethernet cable</b> (if available)</p>			 <p>Plug in your <b>separate headphones</b></p>	 <p><b>Silence your phone</b> and any notifications on your computer</p>	 <p>Send any statements to the Secretariat <b>in advance</b></p>	 <p>Speak at a <b>moderate pace</b></p>