



## Tips for Presenters / Speakers

### Must Read



A professional interpreter will be able to successfully convey your message when implementing the following recommendations:

#### **Materials**

Provide the materials at least 2 days in advance. Even drafts will help interpreters prepare for what you have to say. Well-prepared interpreters will convey your message much better.

#### **Sound**

Remote Simultaneous Interpretation is only as good as the audio the interpreters receive. Please make sure you are hardwired, wearing a headset and/or using a microphone connected to your device. Do not use the built-in mic.

#### **Mute**

When not speaking, make sure you MUTE yourself.

#### **Position**

Make sure you are in the frame and the lighting is good.

Make sure you are in a noise-free environment. Close doors and windows. Silence your devices. Leave pets and kids outside.

#### **Speech**

A simultaneous interpreter is processing information and converting your language into another in a matter of seconds, please:

- Pace yourself (do not rush if you have a prepared speech)
- Enunciate

Following these simple, yet important recommendations, will ensure that your listeners are engaged, and your event is a successful one.