



**DGLINC**



**RECOMMENDATIONS**

**FOR REMOTE**

**SPEAKERS**

# 1. BEFORE THE MEETING:

## ▶ Speaking Points

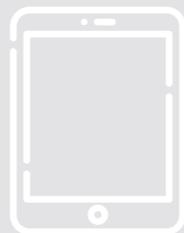
If available, send a copy of your Speaking Points to the interpreters via email:

✉ [LINC.documents@ep.europa.eu](mailto:LINC.documents@ep.europa.eu) indicating the session and agenda item.

In the context of videoconferencing with interpretation, please remember to speak naturally and **strictly avoid reading out your text.**

## ▶ To connect: iPad or personal computer

To participate in a meeting, you will need either:



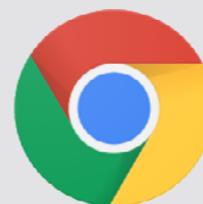
A fully charged and updated iPad with the Safari browser.



OR



A personal computer (including Apple) with the Chrome browser (v.69 and up).



[Download Chrome](#)

Please update your iPad to the latest operational system and switch off all background applications. Make sure that your device has a stable internet connection and 100% battery. Ideally, your device is the only one connected to your WiFi network. Please remember to plug in your headset or wired headphones. Bluetooth headphones create additional interference and connectivity issues, and are therefore not allowed. Remember to switch off all sound notifications on your device (incoming emails etc.)

# 1. BEFORE THE MEETING:

## ▶ **Background noise creates interference**

Ventilation, heating or air conditioning should be switched off or set to minimum. Try to be as far away as possible from these sources of noise pollution. Windows and doors should be closed. Keep your mobile phone set to silent mode.

## ▶ **Camera and image**

You must be clearly visible, not only for other participants, but for the interpreters who need to see you. Opt for a neutral background and adequate lighting, avoid strong light sources behind you such as a window. Please sit 50 - 70 cm from the camera, look into it to replicate eye contact and make sure you are in the centre of the screen. Keep in mind that you will be displayed on the screens of participants, on the Parliament's website for webstreamed meetings, as well as on the screens of interpreters: they cannot provide high-quality interpretation without seeing you so keep the camera turned on and focused on you.

## ▶ **Microphone and sound**

In order to ensure appropriate sound quality, please use a good quality headset with a built-in microphone, do not use a wireless one. Bluetooth can create unwanted interference and connectivity issues. The ideal device is a headset with an echo-cancelling and directional microphone, of a quality suitable for speech recognition.

# 2.

## DURING THE MEETING:

### ▶ **Speaking**

Please be patient when wanting to speak. Wait until the Chair or moderator has called your name and invited you to take the floor. The **SPEAK** button on your screen will turn blue, meaning the floor is yours. You have to then press the **SPEAK** button **once** and wait 3 seconds for your microphone and camera to connect before starting your speech. To optimise your floor time, please sit still, speak naturally, use simple sentences and repeat your main message to ensure all participants have heard, in case of sound or connection interruptions. Avoid dense argumentations. If there is any problem during transmission, please repeat your previous point or last sentence.

### ▶ **Interpretation**

Please bear in mind that the quality of the transmission and therefore of the interpretation will be affected by noise, interference, or internet traffic. The quality of interpretation cannot be expected to be as high as in an EP meeting room. Please be understanding in the event of interrupted interpretation due to this complex technical setting.

# 3.

## AFTER THE MEETING:

▶ **Feedback**

In order to help us improve the quality our services, do not hesitate to give us your feedback by sending an email to:

✉ [\*LINC.feedback@ep.europa.eu\*](mailto:LINC.feedback@ep.europa.eu)

Please indicate the **title** and **date** of the meeting concerned.



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**GET YOUR MESSAGE ACROSS**

**THANK YOU FOR**

**YOUR COOPERATION!**

**EP INTERPRETERS**