



VIDEOCONFERENCE MANAGEMENT GUIDELINES

(to be shared with all participants)

- 1) Please consider that every online meeting requires the same attention as a face-to-face event.
- 2) Please make sure that you and all participants are equipped with a proper internet connection.
- 3) Please use headphones or earbuds, if possible, and please do speak close to the microphone
- 4) Online event management requires a special discipline. The role of the chairperson is fundamental in hosting and chairing the event, and, more specifically, in giving the floor to speakers and opening the Q&A session.
- 5) You are all kindly required to mute all participants' microphones (the meeting host can mute all participants' microphones at once beforehand or during the meeting), except for the speaker. If other microphones remain ON, they may affect the proper sound quality and impair understanding.
- 6) Please stick to the agenda, following the schedule of the various contributions.
- 7) If you wish to ask for the the floor during the meeting, you can do so through the videoconference chat or by clicking on the special "show of hands" button at the bottom bar.
- 8) Please start your videoconference at least one hour before the actual start of proceedings, in order to perform a proper microphone and audio test

IF YOU WISH TO USE THE REMOTE SIMULTANEOUS INTERPRETING FUNCTION

- 1) Please, download the special ZOOM app for free sufficiently in advance and anyway before the start of the meeting, using the meeting code that will be sent to you.
- 2) Once you are connected to the platform by means of your device (computer, tablet or mobile phone with earbuds or headphones), a GLOBE icon will be displayed at the bottom bar. Please click on it, to choose the language you wish to listen to. Remember to mute original audio.
- 3) Very important: Please use your earbuds or headphones to listen to translation, rather than directly from your device in the hands-free mode.
- 4) Speakers are kindly requested to use headphones and a microphone to ensure the best possible sound for the audience as well as the interpreters. Please speak at an appropriate pace for listening and translation.

- 5) Thank you for your help! We will be at your disposal for any doubt or clarification on the day scheduled for the test. We will be pleased to provide you with all our support!

INTRALP

Conference Interpreters and Translators

Mobile + 39 335 60 21 904 (Rossana Ruggieri)