










# Required Set Up for Virtual Meetings with Interpretation




UN interpreters always strive to support multilingualism and provide high quality services. However, in a remote setting, they are increasingly exposed to excessive cognitive stress and, as a consequence, possible health hazards.

Good, clear audio quality is the most important element for interpreters to provide their service. The risk of disruptions in interpretation increases as audio quality deteriorates.

The best way to guarantee audio quality is to observe the following requirements:

	<ul style="list-style-type: none"> <li>▫ Connect from a <b>computer or laptop only</b>.</li> <li>▫ Avoid using hand-held devices or tablet computers such as smartphones or iPads.</li> <li>▫ Use Chrome or Firefox (Safari for Macs).</li> </ul>
	<ul style="list-style-type: none"> <li>▫ The internet connection must be strong and stable: min download/upload: 10Mbps.</li> <li>▫ Connecting the broadcasting device via an <b>Ethernet cable</b> ensures maximum stability.</li> <li>▫ In the absence of a cabled connection, the Wi-Fi signal must be excellent.</li> <li>▫ Log in early to test the connection.</li> </ul>
	<ul style="list-style-type: none"> <li>▫ Please use high quality <b>microphones</b>: <ul style="list-style-type: none"> <li>◦ <b>lapel microphone</b>; or</li> <li>◦ <b>unidirectional table microphone</b>; or</li> <li>◦ <b>wired headset with a built-in microphone</b>.</li> </ul> </li> <li>▫ <b>⚠ Ensure that the broadcasting platform recognizes the microphone.</b></li> <li>▫ Speaking from a quiet environment is of utmost importance.</li> <li>▫ Avoid sitting in a large empty room to minimize echo.</li> </ul>
	<ul style="list-style-type: none"> <li>▫ <b>Avoid</b> using the computer’s built-in microphone.</li> <li>▫ Omnidirectional microphones pick up ambient noise and should be avoided.</li> <li>▫ <b>Avoid</b> smartphone-style earbuds/earphones with in-line microphones and other Bluetooth devices.</li> </ul>
	<p>Advance sharing of <b>prepared statements</b> with interpreters will minimize the risk of interpretation being suspended should connectivity issues arise.</p> <ul style="list-style-type: none"> <li>◦ Send public statements for open meetings to <a href="mailto:estatements@un.org">estatements@un.org</a>.</li> <li>◦ Send prepared remarks to <a href="mailto:is-unhq@un.org">is-unhq@un.org</a>, they will NOT be published or shared beyond the interpreters.</li> </ul>
	<p><b>Deliver statements at a moderate pace, no more than 100-120 words per minute.</b></p>
	<p>Make sure the microphone <b>IS MUTED AT ALL TIMES</b> when not taking the floor.</p> <p>When taking the floor, all other devices and notifications should be muted.</p>

# Annex 1. Technical Specifications

Equipment	Technical specifications
<p data-bbox="151 405 558 436">Computer minimum requirements</p> 	<p data-bbox="657 342 1011 373"><b>Memory:</b> 4 GB RAM or higher.</p> <p data-bbox="657 394 979 426"><b>CPU score:</b> 3,500 or higher.</p> <p data-bbox="657 447 1437 510"><b>Operating system:</b> Windows 8 or higher / macOS High Sierra or higher.</p> <p data-bbox="657 569 987 600"><b>How to measure CPU score:</b></p> <p data-bbox="657 621 1174 653">On Mac: <a href="#">Download instruction PDF for Mac.</a></p> <p data-bbox="657 674 1284 705">On Windows: <a href="#">Download instruction PDF for Windows</a></p>
<p data-bbox="199 884 542 915">Recommended microphones</p> 	<p data-bbox="657 753 1011 785"><b>Suggested models (or similar):</b></p> <p data-bbox="657 806 1307 837">Unidirectional microphone: Blue Yeti or Blue Yeti Nano.</p> <p data-bbox="657 858 1437 921">Lapel microphone : Sennheiser ME 4-N, Cardioid lavalier microphone.</p> <p data-bbox="657 963 797 995"><b>Tech Specs:</b></p> <p data-bbox="657 1016 1073 1047">Polar Pattern: Cardioid (directional)</p> <p data-bbox="657 1068 1068 1100">Frequency Response: 20Hz - 20kHz</p> <p data-bbox="657 1121 1053 1152">Max SPL: 120dB (THD: 0.5% 1kHz)</p>
<p data-bbox="224 1339 518 1371">Recommended headsets</p> 	<p data-bbox="657 1251 1437 1314"><b>Suggested models (or similar):</b> Sennheiser SC660 USB/ SC260 USB/ SC 70 USB CTRL/ SC 75 CTRL</p> <p data-bbox="657 1335 797 1367"><b>Tech Specs:</b></p> <p data-bbox="657 1388 1097 1419">Sample Rate: at least 44kHz or above.</p> <p data-bbox="657 1440 1060 1472">Bit Depth: at least 16-bit or above.</p> <p data-bbox="657 1493 1081 1524">Polar Pattern: Cardioid (directional).</p> <p data-bbox="657 1545 1073 1577">Frequency Response: 20Hz - 20kHz.</p> <p data-bbox="657 1598 1060 1629">Max SPL: 120dB (THD: 0.5% 1kHz).</p>