SPEAKING REQUIREMENTS FOR WFP MEETINGS WITH INTERPRETATION

Since the beginning of the COVID-19 pandemic, all virtual meetings have been interpreted from a WFP in-house hub or from multiple remote locations. To ensure your message is delivered in multiple languages through interpreters in a virtual environment and to protect the health and wellbeing of the interpreters, it is essential that you:

a) **Speak slowly**, and clearly, using complete sentences and allow extra time for the interpreters to complete text passages. If a prepared statement is to be read, please send the text file before the meeting tohq.confservicing@wfp.org and please read it slowly; and

b) Use a stable and robust internet connection – by connecting your computer to your router with an Ethernet cable – and use a professional quality microphone at a minimum equal in performance to the examples below:

![Headsets](https://s3.amazonaws.com/doc-images/2021/01/31/507087_sennheiser.png)

Prices of approved headsets start from approximately 70-80 EUR

If your audio is poor or if you speak too fast, interpreters will stop interpreting, preventing your message from being communicated to all meeting participants.

* Speaking speed should be within the 100 words/minute range. We encourage you to test your natural speaking speed and make any necessary adjustments to present in a way that permits the interpreters to render your speech as completely as possible.

Test your speed of speech: [http://www.freereadingtest.com/](http://www.freereadingtest.com/)
Examples of speed of speech:
Watch the following for examples of speaking at 120 wpm/ 140 wpm:
[https://tfcs.baruch.cuny.edu/speaking-rate/](https://tfcs.baruch.cuny.edu/speaking-rate/)
Price?

- Determines functionality and quality. Cheap headsets usually lack voice quality and ergonomics.

Why use wired and not wireless headsets?

- Wireless headsets don't always give the same, consistently clear sound quality as corded ones due to distance, interference and other factors.
- Wireless headphones add unwanted risks associated with batteries such as charge.

Type of wiring?

- Wired headsets can be corded with the traditional audio 3.5 mm jacks or with USB.
- USB headsets are recommended, they have their own sound cards embedded and they are plug & play devices.
- Headphones with 3.5mm can be used along with a professional USB microphone solution, if a compatible audio port is available.

Benefits of using high-quality equipment?

- Excellent noise cancellation and decreased background noise - keyboard noise while typing and a noisy computer fan or air conditioning will not affect your audio feed to the same extent.
- Excellent voice reproduction, voice from the microphone will be more comfortable to listen to for your audience.
- Removes or greatly reduces any hissing and static noises.

No matter how good your headset is - don’t forget to close your doors and windows while working from your home or office.

An ethernet cable connection is more consistent and reliable than a Wi-Fi connection. Wi-Fi is more prone to connection dropping due to physical barriers, weather conditions, etc.

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