

VIRTUAL PARTICIPATION IN HYBRID MEETINGS



A GUIDE

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01

INTERPRETATION



INTERPRETERS

At WFP, interpreters facilitate communication in six official languages, ensuring that every voice is heard and nothing is lost in translation.

However, factors such as audio quality or the speed at which participants speak can have a major impact on the ability of interpreters to perform their crucial role.



POOR SOUND

Poor quality or “toxic” sound can be caused by anything from shuffling papers and other background noise to poor microphone placement, distorted audio or inconsistent volume levels. These seemingly small disruptions can create harmful auditory conditions for interpreters.

Toxic sound also breaks the flow of communication and reflects poorly on speakers, undermining the effectiveness of their interventions.



+200

PROFESSIONAL INTERPRETERS WORK WITH US REGULARLY, ENSURING THAT YOUR MESSAGE IS DELIVERED ACCURATELY.

LET'S HEAR FROM THEM!

"The audio quality delivered by an in-built computer microphone is simply not good enough for interpretation purposes.

Yes, we can still hear the speaker, like everyone else, but the material is simply not adequate to allow us to do our job. It's like giving a surgeon a blunt scalpel."

-Jennifer Fearnside-Bitsios, President of the International Association of Conference Interpreters (AIIC)

**POOR SOUND
LOOKS LIKE
THIS**

Description

BACKGROUND

[0001] Strap material is often used to secure loads. For example, in the packaging and shipping of lumber, bricks and the like, steel strap material is used to contain the load in a bundle so that the load can be handled, moved or stored in quantity as a single unit. When a load needs to be broken down into individual units, the straps are cut or severed to provide access to individual items in the load.

[0002] Strap material can, of course, be cut by conventional manual shears. However, repeated use, especially when the orientation of the load or strap is awkward, can be time consuming and fatiguing. Nevertheless, manual shears are the accepted norm for strap cutting.

[0003] Moreover, known shears include only a blade to cut the strap. There are no known shears that include a motor and a

housing, a motor positioned at least in part in the housing and a drive train operably connecting the motor, and a grip handle.

[0006] The cutter includes a cutting head having a plunger, a cutting blade operably mounted to the plunger, a hold-down biasedly mounted to the plunger, a foot and a shear edge. The drive train is operably connected to the plunger. A cutter comprising a cutting blade operably mounted to a plunger with a hold-down biasedly mounted to the plunger is known from prior art document DE 19 22 327 U. However, this is not a relevant prior art document, since this is a non-hand-held machine, not able of cutting straps, since it is only usable for cutting sheets of paper or films of larger dimensions. Hence, said document discloses a tooth-like blade which is not able to perform a straight cut and results in a wave-like cut. [0007] The plunger moves toward the hold-down to move the hold-down into contact with a strap securing

**WATCH THIS
SHORT VIDEO
TO LEARN
MORE**

02

REQUIREMENTS



AUDIO



MICROPHONE

ONLINE: Use one of the [recommended headsets or table-top microphones](#).

AT WFP, HQ: Position your microphone 30 cm from your mouth. Avoid placing it to the side or too close to your lips.

Do not use built-in computer microphones, EarPods or conference speakerphones.

Always turn your microphone OFF when you are not speaking.



NOTIFICATIONS ON MUTE

Turn off notifications on your devices to avoid interrupting meetings.



TOXIC SOUND

Take care to minimize audio disruption caused by shuffling papers, background noise and poor microphone placement.

VIDEO



CAMERA

Turn your camera on when taking the floor. Facial expressions and body language are vital inputs for interpreters.

Ensure that you are in the middle of the frame.



BACKGROUND

Minimize background motion to avoid distraction.

If your background is not bright and professional, use an appropriate virtual backdrop.



EYE LEVEL

Maintain visual engagement by positioning yourself at eye level.

If you are reading, use a document holder to avoid having to look down or away from the camera.

INTERPRETATION



SHARE YOUR STATEMENT

Kindly share advance copies of statements to enable interpreters to prepare.

Note that interpreters are bound by professional confidentiality requirements.



SPEAK SLOWLY!

When reading aloud, it is natural to speak faster than usual.

Slow down, speak in complete sentences and pause to allow time for interpreters to convey what you are saying.

Do not speak faster than 120 words per minute!



GIVE SPACE BETWEEN SPEAKERS

Allow a brief pause between speakers to ensure that all languages are interpreted fully, giving all participants the chance to react simultaneously.

03 TIPS





TEST YOUR EQUIPMENT

Test your speaker and microphone using your **conference platform** settings.

Ensure that the app recognizes your microphone.



UPDATE YOUR APP

Use the most up-to-date version of the app, including for security reasons.



INTERNET

Use an ethernet cable to ensure the best connection, instead of Wi-Fi.



SETTING

Participate in a small, quiet room.

Avoid rooms with high ceilings as they may create an echo, distorting the sound.



LIGHTING

Your camera should provide a clear, frontal view of you, ideally from the shoulders up. Ensure the light source is in front of you to avoid shadows.



DEVICE

Connect to meetings from a desktop or laptop computer, never a tablet or smartphone.

04

FOR MORE SUPPORT

Need extra support? Book a short consultation with the WFP conference services team. We will provide:

- A review of your audio set-up
- Advice on backdrops, camera positioning and speaking style

Contact hq.confservicing@wfp.org





THANKS!

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