

interprefy

Requirements

For successfully participating in the online meeting here are a few requirements and recommendations:



LAPTOP (or a desktop PC) - which you will use to connect to the meeting. Device should have a working ethernet port or an adapter through which it can be connected to a network (LAN) cable.



STABLE INTERNET – To assure the best possible quality please make sure you have a minimum of **4Mbps** upload and download speed available.

Ethernet (LAN) cable is highly recommended – Wi-Fi often causes breakups when transmitting sound, this could cause low quality of sound and losing parts of the speech for other participants.

If you are on Wi-Fi your experience as a delegate might affect your sound quality which in turn will worsen the experience for all the other delegates.

USB HEADSET – ideally with noise cancelling, to prevent the sound from the ear pad being picked up by the microphone:

Recommended models:



1. Sennheiser SC70USB (also called Sennheiser 506504 or 506502) ([amazon.com](https://www.amazon.com))



2. Sennheiser SC60USB, SC260USB is a good alternative



3. Sennheiser SC230/260 is recommended on a budget

If the sound quality through your microphone is not sufficient, you will not be able to attend in the meeting as a Delegate (able to take the floor), however you will receive an Observer token.



CAMERA AND LIGHTING – Be mindful when positioning the camera, it needs to be pointed to the speaker directly. There should be enough light so the speaker can be clearly seen by other remote participants and by interpreters, but there should be no direct light pointed straight at the camera lens.

QUIET WORKSPACE – Choose your workspace wisely. It needs to be a quiet space, as soundproof as possible.

Here are some things to have in mind when choosing the perfect working space:



1. Close all windows - no external noises like outside traffic - honking cars or car alarms, loud pet noises – barking etc...



2. Be mindful with noises you create – shuffling papers, mobile device sounds, keyboard strokes, moving the chair...



3. Household appliances – If you have a noisy appliance please make sure it is turned off (domestic ventilation and air conditioning equipment)

! Each individual participating in the meeting must do a system test/sound check with Interprefy, as during that time, Interprefy will train each participant on the basic use of the platform.

