

## Interpretation – Information for General Conference Committee Members

1. Please make every effort to be online and in the meeting room 10 minutes before the beginning of the session to prevent being late due to computer glitches, internet challenges, etc.
2. When joining the Zoom meeting of your preferred language, you still need to select that language (either English, French, Portuguese, Russian or Spanish).
3. There will be three interpreters per language: At least two primary (simultaneous) interpreters and one secondary (delegate) interpreter.
  - The primary interpreters' responsibility is to interpret for you from English (the primary meeting language) to your language (French, Portuguese, Russian, or Spanish).
  - The secondary interpreter's responsibility is to provide interpretation to the chair and other attendees should you wish to address the chair in your native language.
4. When you wish to speak to the chair and other attendees in your native language, you will request to speak by raising your electronic hand in the Zoom meeting.
5. Make sure your video is turned on. When it is time to speak, you will receive a request to unmute your microphone.
6. Once recognized by the chair and unmuted, you can speak in your native language.
  - When you speak in your native language, the secondary interpreter will provide interpretation to the chair and other attendees. Please allow the interpreter time to translate what you are saying ~~in English~~ and please note that there can be a lag time between your speech (in your native language) and the English interpretation.
7. When you are finished speaking and the interpretation is completed, you can mute your microphone.