

ICANN | LANGUAGE SERVICES

Guidelines for session leaders and staff facilitators

- Share all available material, scripts and presentations with the interpreters ahead of time, preferably not at the start of the session.
- Share the speaker list with interpreters ahead of each session (unless they are listed on the agenda).
- Share with the interpreters the instructions/introductory remarks to be read at the beginning of each session.
- When testing speakers' audio before the start of the session, use the script provided.
- Ask the speakers to use a headset with a mic, if possible. Built-in mics pick up too much external noise, making it very hard to hear the speaker.
- If possible, avoid the round of introduction in multiple languages. The latency/delay between language switches will make this exercise very challenging for interpretation purposes.
- There is a brief switchover time (latency/delay) when switching between interpretation from non-English language and back to English. Moderators or chairs should make sure there is a short pause after a non-English statement and before the next speaker. Without this pause the first part of remarks will be cut off when answering someone in a different language.

THANK YOU!

Your ICANN Language Services Team