

ICANN | LANGUAGE SERVICES

Guidelines for speakers

*Interpreters are your allies in conveying your message to the audience.
You can help them by following these simple guidelines.*

- Mute all other devices (phone, iPad, etc.).
- Review your notification settings and turn them off.
- Use a headset with a mic, if possible. Do not rely on your computer's built-in mic to speak, if at all possible. Both participants and interpreters will hear you much better.
- If you intend to read a statement, provide it to the session moderator IN ADVANCE.
- Before you speak, make sure you select the language you will speak from the Zoom interpretation menu.
- If speaking in a language other than English, tell the audience.
- Do not speak too close to the microphone as this creates interference.
- State your name clearly EVERY TIME you take the floor.
- Speak at a reasonable pace.
- Make sure you turn off your microphone in Zoom when you are done speaking.

THANK YOU!
Your ICANN Language Services Team