SPEAKING REQUIREMENTS FOR WFP MEETINGS WITH INTERPRETATION

Since the beginning of the COVID-19 pandemic, all virtual meetings have been interpreted from a WFP in-house hub or from multiple remote locations. To ensure your message is delivered in multiple languages through interpreters in a virtual environment and to protect the health and wellbeing of the interpreters, it is essential that you:

a) **Speak slowly*, and clearly**, using complete sentences and allow extra time for the interpreters to complete text passages. If a prepared statement is to be read, please send the text file before the meeting to hq.confservicing@wfp.org and please read it slowly; and

b) Use a stable and robust internet connection – by connecting your computer to your router with an Ethernet cable – and use a professional quality microphone at a minimum equal in performance to the examples below:

Sennheiser SC 60 CTRL	Sennheiser SC 70 USB CTRL	Sennheiser SC 75 CTRL
(article no. 504549)	(article no. 506504)	◢ (article no. 507087)

Prices of approved headsets start from approximately 70-80 EUR

If your audio is poor or if you speak too fast, interpreters will stop interpreting, preventing your message from being communicated to all meeting participants.

* Speaking speed should be within the 100 words/minute range. We encourage you to test your natural speaking speed and make any necessary adjustments to present in a way that permits the interpreters to render your speech as completely as possible.

Test your speed of speech: http://www.freereadingtest.com/
Examples of speed of speech:
Watch the following for examples of speaking at 120 wpm/ 140 wpm::
https://tfcs.baruch.cuny.edu/speaking-rate/

Price?
❖   Determines functionality and quality. Cheap headsets usually lack voice quality and ergonomics.

Why use wired and not wireless headsets?
❖   Wireless headsets don't always give the same, consistently clear sound quality as corded ones due to distance, interference and other factors.
❖   Wireless headphones add unwanted risks associated with batteries such as charge.

Type of wiring?
❖   Wired headsets can be corded with the traditional audio 3.5 mm jacks or with USB.
❖   USB headsets are recommended, they have their own sound cards embedded and they are plug & play devices.
❖   Headphones with 3.5mm can be used along with a professional USB microphone solution, if a compatible audio port is available.

Benefits of using high-quality equipment?
❖   Excellent noise cancellation and decreased background noise - keyboard noise while typing and a noisy computer fan or air conditioning will not affect your audio feed to the same extent.
❖   Excellent voice reproduction, voice from the microphone will be more comfortable to listen to for your audience.
❖   Removes or greatly reduces any hissing and static noises.

No matter how good your headset is - don't forget to close your doors and windows while working from your home or office.

An ethernet cable connection is more consistent and reliable than a Wi-Fi connection. Wi-Fi is more prone to connection dropping due to physical barriers, weather conditions, etc.

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