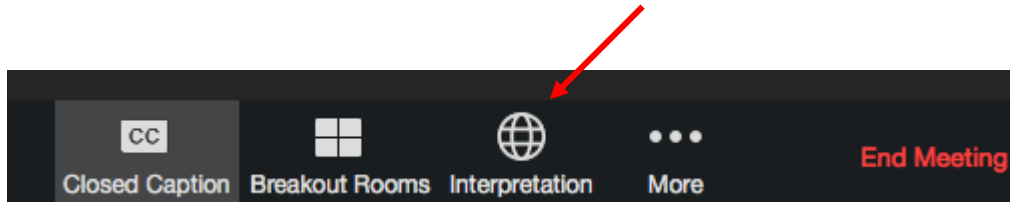


## Simultaneous Interpretation

To select your language...

1. Along the bottom of the screen click the globe icon that says “Interpretation.”



2. Flags representing the languages used in the meeting will appear. Click the flag to select your language.



### ***Good things to know as the host:***

- You can set up the interpretation at the time you create the Zoom meeting; however, many people find it easier to assign the interpreter once you have entered the meeting. It is good to connect ear

### ***Good things to know as the participant:***

- If you are listening in the language of the speaker then you will not hear the interpreter.
- If you are listening in the language of the interpreter, the voice of the speaker will be *extremely low*. His/her voice will not be muted, but it will be too low to hear and follow. This helps to reduce hearing TWO people speaking at the same time. If you do hear both the speaker and the interpreter at equal volume you need to select a language.
- If you do not select a language you may hear BOTH the speaker and the interpreter at equal volume which can be extremely difficult to follow.
- If you participate in a meeting held in multiple languages courtesy requires that:
  - a) Identify yourself by name and area, country, Province, or other affiliation. (e.g., This is Alice from Canada).
  - b) **Speak slowly**. Remember to give time for sound to travel AND for the interpreter to translate.