

CODE OF CONDUCT FOR REMOTE SPEAKERS IN MULTILINGUAL MEETINGS AND CONFERENCES

To make the best out of your participation and ensure that your message comes across in all languages, *watch your sound quality!*

It is all about the connection

- Connect with an Ethernet cable for stable internet and clear sound.
- Otherwise, only very strong and stable WiFi provides the needed sound quality.
- Have your connection and sound tested before the meeting, when invited by the meeting organiser.

Equipment that makes the difference

It is your responsibility to use the appropriate connection and equipment.

- Use an external USB unidirectional desktop microphone.
- Do not use Bluetooth headphones, headphones with an integrated microphone, smartphone-style headphones, microphones built into your PC/Webcam, collective or omnidirectional microphones/ speakerphones.
- Connect from your computer. Do not connect from your phone or tablet.
- Once you connect a microphone to your computer, select it in the audio settings of the software you will use.

Know your turn

- Only speak when given the floor.
- Check if your microphone and camera are on.
- Mute your microphone at all times when not taking the floor.

Choose the right setting

- Connect from a well-lit and quiet office-like environment.
- Avoid large, sparsely furnished rooms as they can create an echo.
- Do not connect from noisy interiors, public places, outdoors or on the move. Do not connect without image.
- Moreover, public locations put security at risk, since you may be overheard by others.
- Always switch your camera on: non-verbal cues are crucial for communication.

Make it your own

- Speak naturally and avoid reading out.
- If you must read, read slowly. Include pauses and clearly enunciate key elements.
- Send your speaking notes in advance to your meeting organiser that will share them with the interpreters.

Help interpreters help you

- Observe this code of conduct to be understood by all participants.
- If your sound is poor, interpreters will not be able to interpret you.
- For more information, check the [disclaimer](#).



As we work in close cooperation with the European Parliament, please check the following [video](#) for more tips.



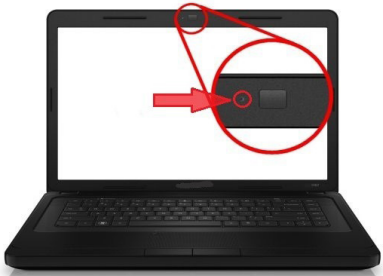
European Commission | Interpretation

RECOMMENDED EQUIPMENT



Unidirectional USB Desktop Microphone
125Hz - 15000Hz

DO NOT USE



Laptop in-built mic



Omnidirectional mic



Wireless bluetooth headphones



Webcam mic



Wired earphones with microphone

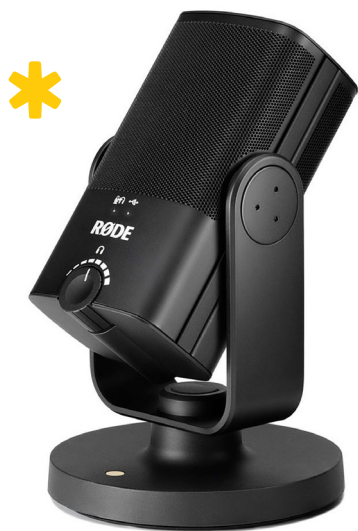


Wireless blue tooth earplugs

MICROPHONES PROVIDING SOUND QUALITY NEEDED FOR INTERPRETATION

The EU institutions have found the following microphones to be appropriate for online meetings with interpretation.

Non-exhaustive list of examples only.



Rode NT USB Mini



Razer Seiren Mini



AKG ARA
using cardioid pattern



Blue Yeti Nano
using cardioid pattern



Beyerdynamic FOX
using high-gain function



Blue Snowball
using cardioid pattern



Shure MV5
using neutral setting



Shure MV7
+ a stand / tripod

* Equipped with the best accessories (stand, shock mount) and very user-friendly (pattern switch)