

# Zoom Remote Simultaneous Interpreting HOST/COORDINATOR TECH CHECK CHECKLIST



## 30 MINUTES BEFORE THE SESSION

- ❑ Be sure the assigned **Tech/Logistics Coordinator** is activated as Host of the Zoom session.
- ❑ Identify the **Interpreters**, and make sure they label their screen names. The interpreters should label which account is their interpreting account and which is their “monitor.”
- ❑ Test the interpreting function by activating both interpreters and listening to their sound on both language channels. *Remember, once activated, the interpreters can only be heard on the language channels, and they cannot hear each other.*
- ❑ Set up a text thread with the interpreters so that you can communicate during the session.
- ❑ If recording on the language channels, give the **Recorders** permission to record local files. *Remember, each language channel must be recorded on a separate device by someone signed in as a participant (not host/co-host). They must record locally, not to the cloud.*
- ❑ Ask the **Presenters** to test sharing their screen and make sure their materials display correctly. If required, give the presenters permission to share their screen.
- ❑ Test the sound of each presenter and be sure they can be heard clearly. If needed, remind them to use a headset with an external mic and/or troubleshoot connectivity challenges if their sound is cutting out (e.g., plugging into ethernet or moving closer to their router).
- ❑ Remind the presenters that because we have bidirectional remote simultaneous interpreting between Spanish and English, we ask them to follow a few guidelines:
  - Please wait for the interpreters to give an announcement before you begin.
  - Please select a language channel when interpreting is activated.
  - Speak at a moderate pace and pause often.
  - We encourage you to present in Spanish, English, or both, but please don't change languages mid-sentence. If you change languages, give the interpreters a heads-up (e.g., “now I will continue in Spanish”) and change your language channel, too.
  - Please read questions and comments in the chat aloud if you want to address them so that they can be interpreted into the other language.
  - Please be on the lookout for communication from the host or interpreters. For example, we may need to ask you to slow down or pause.
- ❑ If time allows, invite the interpreters and presenters to discuss the presentation, e.g., the presenters might spell out acronyms and/or provide a list of dates, names and titles of key people, names of laws and policies, or other important information that will be addressed.