

GUIDELINES - ONLINE INTERPRETED MEETINGS

MANDATORY HEADSETS AND MICROPHONES

To ensure the health and safety of our interpreters during online and hybrid meetings where interpretation is required, CAPE has established guidelines for the use of headsets and microphones. These guidelines are designed to create a comfortable and secure working environment for our interpreters by minimizing physical strain, reducing audio interference, and maintaining clear communication. By adhering to these standards, we can help protect our interpreters' well-being while ensuring the highest quality of service during our virtual engagements.

Microphone mandatory to protect interpreters' health and safety, make meetings accessible

Meetings are interpreted to provide both official languages and ensure content is accessible to CAPE's members.

While online participants may be allowed to join in the conversation, **using a proper microphone** will be mandatory for those who wish to speak during the event to protect the health and safety of interpreters.

Cellphones, earbuds, or wireless headsets are **not approved** for speaking due to the health and safety risks the sound can pose to the interpreters. It must be wired headsets with built-in microphone and wired USB connection or a table microphone.

Participants without an accepted microphone will have to stay on mute and submit their questions or comments in writing via the chat or Q&A function following the instructions of the event.

>>Accepted headsets and table microphones

- EPOS/Sennheiser PC 8 USB
- EPOS/Sennheiser PC Chat 5 3.5 mm
- Jabra Evolve2 40 USB
Jabra Evolve2 40 SE
- Jabra Engage 50 II
- Koss CS100 USB
- Koss CS300 USB
- Logitech H111 3.5 mm
- Logitech H340 USB
- Logitech H540 USB
- Logitech H570e USB
- Blue Yeti USB
- Fifine K052 Gooseneck USB
- Marantz Pod Pack 1 USB



- Rode NT-USB Mini

>> Sound check needed to participate verbally online

Online participants who want to engage in the conversation verbally will typically be required to log on 15-30 minutes early to do a sound check with the technicians. Participants who wish to speak must:

- be identified by name and local or department
- turn on their camera when speaking
- have a headset with a built-in mic and wired USB connection

The technicians, interpreters and CAPE staff reserve the right to cut off microphones or not interpret should the sound not be of adequate quality to ensure the health and safety of interpreters.

Online participants will be able to ask questions verbally if sound-checked, and if not, through the chat or Q&A function following the instructions of the event.