



Interpretations + Translations How-To

Zoom Meetings with Simultaneous Interpretation

Videos:

[Benefits of using Zoom with an Interpreter](#)

[Instructions: setting up Zoom meeting with interpretation](#)

[Another video with setup instructions](#)

- You will need a Zoom Business, Education, or Enterprise account with a Webinar Add-on, i.e. a Simultaneous Interpretation account
- Arrive to your meeting 10-15 minutes early
 - or schedule more time if this is your first meeting with interpretation
- With Interpreter, test that interpretation can be heard in both channels
- Introduce Interpreter at start of meeting
 - Give them 5 +or- minutes to make a statement and provide instructions to attendees
- Then, click on the Globe Icon at the bottom of the screen and write in the Interpreter's name. Then click Start
 - This enables simultaneous interpretation function
- Choose your preferred language
- Facilitate the meeting, talk at a slower conversational pace.
- Remember that other languages can take longer to speak and have the same meaning, ex: Spanish is 15-20% longer

In-Person Simultaneous Interpretation

- Requires the use of interpretation transmitters and receivers.
 - Make sure you and the Interpreter are familiar with devices prior to event
 - Make sure headsets are fully charged, have extra batteries if applicable
- Different interpretation headset systems have different distance ranges
 - If your meeting is in a large auditorium, all participants may need to be in close proximity to the interpreter
- Introduce Interpreter at start of meeting
 - Give them 5 +or- minutes to make a statement and provide instructions to attendees
- Have participants arrive at least 10-15 minutes early to get oriented with headsets
- Tell participants: if they have trouble hearing the interpretation, come back to the table where you have the headsets and exchange the receiver
- For long events additional headsets may be required for exchange
- Also ask headset participants to turn off the headsets during breaks

Meetings with Consecutive Interpretation (Virtual or In Person)

- Consecutive interpretation is preferred when:
 - It's important to hear speakers' voices
 - When time is available to take at least twice as long
- Any Zoom account may be used and headsets are not necessary
- Introduce Interpreter at start of meeting
 - Give them 5 +or- minutes to make a statement and provide instructions to attendees
- Remember that other languages can take longer to speak and have the same meaning, ex: Spanish is 15-20% longer
- In large spaces a microphone may be required for all speakers

Translations (Human vs AI)

- Human translation is always preferred
- AI systems fail regularly, especially when using idioms (ex: "He was under the weather") or industry/business jargon
- AI translation can be acceptable in certain situations (**always include a disclaimer that an AI engine was used**):

- Very quick turnaround is needed with internal audiences,
 - use careful discretion if the email may be sent or forwarded to an external audience
- Internal or close stakeholder email or other digital communications in which there will be continued conversation

- Don't use AI translators for any outward facing documentation, especially marketing materials, job descriptions, contracts, or other "official documents."
- Our favorite AI translator: www.deepl.com

- Provide documents in easily accessible and editable formats
 - ex: Microsoft Word or Google Docs
- If your document has graphs or text combined with images (ex: .JPG or .PNG)
 - the translator will need to have specialized software, (ex: Adobe Photoshop) to modify that text
 - this can come at an increased cost
 - or they may translate the text and you can have your graphic designer enter it on the translated document