



# Tips for Hybrid Multilingual Meetings

How to make them work

*DG Interpretation*

*@scic-new-delivery-modes*

# A REMOTE SPEAKER'S CHECKLIST



- Sound quality matters
- Switch your **camera on**
- Speak from an **office-like** environment
- Use an **Ethernet** cable

# Recommended equipment



Rode NT USB Mini



Razer Seiren Mini



AKG ARA  
using cardioid pattern

# DO NOT USE



Laptop in-built mic



Omnidirectional mic



Wireless bluetooth headphones



Webcam mic



Wired earphones with microphone



Wireless blue tooth earplugs

*This equipment is not appropriate for remote interventions in multilingual meetings*

*Hybrid meeting  
etiquette matters.  
You can make  
a difference.*

**Johannes Hahn**  
Commissioner for Budget and Administration

**WATCH THE VIDEO**

**REMOTE  
SPEAKERS'  
CHECKLIST**

#BeHeard



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[Code of Conduct for Remote Speakers](#)

[Meeting etiquette video](#)