

## **BEST PRACTICES:** Remote Interpretation



www.genevaworldwide.com | interpretingstaff@genevaworldwide.com |212-255-8400 x201

Include appointment details, prep material, and **the virtual meeting host's email**. We recommend scheduling **10-15 minutes before** the start time to troublehoot technical issues.

Geneva Worldwide will provide the confirmed interpreter's email address. **The link should be sent directly to the confirmed interpreter.** 

Participants should have a laptop/desktop with a webcam, and headset for audio. **We recommend dialing in via landline or mobile for best sound quality.** 

Provide documentation/discovery materials directly to the interpreter **in advance**. During the meeting, interpreters will interpret **consecutively**; please allow time for the interpreters to render the message.

The meeting host will receive a VOS form via PandaDoc. Fill in the **required** fields and a copy will be fwd. to the interpreter for their signature.