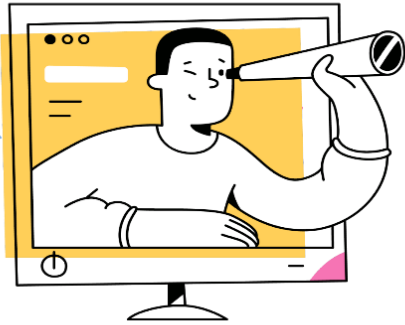


# Sign Language Interpreter Guidelines For International/European Level Virtual Online Meetings

*SignTeach Online, June 2023*



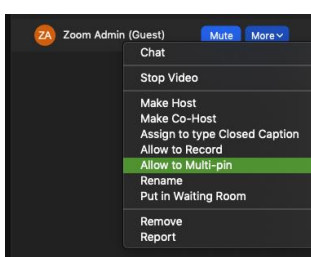
## Number of sign language interpreters

- For a meeting that lasts longer than 30 minutes, at least two interpreters must be provided.
- For a Zoom meeting with more than 6 participants (Deaf or hearing), a minimum of two interpreters must be provided.

## Tips for Hosts

- Before the meeting, ask all participants if they have special requirements.
- If one or more participants has visual problems, make sure that their needs are taken into account: good lighting, good contrast, neutral background for all participants.
- In Zoom, enable [Sign Language interpretation view](#) (see: <https://youtu.be/4c4lfjKDI1o> for a demonstration). In Microsoft Teams, use [sign language view](#).
- If possible, test all settings with the interpreters *BEFORE* the start of the meeting.
- Preferably, all participants should have their camera on. With more than 6 participants (including the interpreters), ask some persons who will not be actively participating not to use their camera.

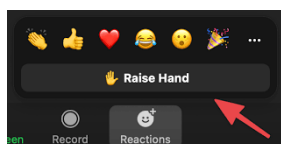
- The background of participants should not be distracting. Contrast and lighting should be appropriate. Participants should be made aware of this, before the start of the meeting.
- Gallery view is preferred, so that the Deaf participants can see the faces of participants and the interpreter.
- The names of all participants should be visible.
- Live captions should be enabled.
- Participants should be able to 'pin' the participants.



- When the screen is 'shared', the participants should be able to resize the shared screen, to enable them so that they can see both the shared information and the interpreter at all times. When the shared screen is no longer relevant, it should be closed.

## Tips for Participants

- Observe the regular Zoom netiquette rules: during the meeting, watch the participants, do not text, eat, or interact with people who are not participating in the meeting. Keep interactions with pets and children to
- When you want to speak or sign, raise your hand and wait until the host has indicated that you can speak. Raise your actual hand, do not use the Zoom symbols.



- Only one person should speak or sign at a time.
- When you ask a question, tell a joke, and/or ask for a vote, wait for the interpreter to finish the translation, so that *all* participants can respond. , tell a joke, and/or ask for a vote, wait for the interpreter to finish the translation, so that *all* participants can respond.

- Do not use the 'chat' option. The deaf participants may not see the texts, since they are watching the interpreter.



- When you ask a question When you want to address a specific person, say or sign his/her name. Do not point, because the participants may not have the same location on all screens.
- When you use video make sure that the video is subtitled - in a language that the participants can read.
- When you use slides: give the deaf participants sufficient time to watch the interpreter and to look at the slides. Deaf participants cannot do both at the same time. Don't switch your slides too quickly, or the interpreter and the deaf participants will not be able to keep up.
- If you have to leave before the end of the meeting, inform the other participants before you go.



[www.signteachonline.eu](http://www.signteachonline.eu)



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