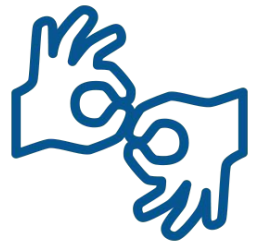




ZOOM TIPS WHEN USING AN INTERPRETER



- The presenter can spotlight the interpreter to be pinned for all
- If you have a question or comment, utilize the chat feature
- Wait to be called on before talking
- Identify who you are before you start talking
- For teamed meetings, pause the meeting (interpreters or facilitator can initiate) and allow enough time for the new interpreter to be found/pinned
- When switching back and forth from screen share, let participants know and wait for the terp to finish their sentence.
- After you share your screen give time to allow for resizing the interpreter window
- Try to explain the topic before you screen share
- For lecture format, attendees can stop their video and select hide non-video participants in video settings leaving only the speaker and interpreter large on the screen

A screenshot of the Zoom meeting toolbar with callout boxes explaining various features. The toolbar includes buttons for Unmute, Stop Video, Invite, Participants, Share Screen, Chat, Record, and Reactions. A 'Leave Meeting' button is in the top right. Below the toolbar, a row of video controls includes 'raise hand', 'yes', 'no', 'go slower', 'go faster', and 'more'.

↑ Please leave your camera on and mute your microphone when not speaking*

↑ Click to open the Participants box. This will allow you to give nonverbal feedback

↑ This will share your screen with everyone. Be careful when pushing this button.

↑ Click here to chat and share comments, questions, etc.

↑ Provide quick reaction of applause or thumbs up

*unless directed by the presenter to hide your video for better access to interpreter

raise hand yes no go slower go faster more

To: Everyone [File] [More]

Type message here...