

**Instructions for Simultaneous Interpretations**

**for the Joint Councils, PSCIOC and PSSDC Virtual meetings**

**October 26-28, 2021**

|  |  |  |
| --- | --- | --- |
| **For best user experience using Simultaneous Interpretation**  **please follow the instructions below:** | | |
| **Join the MS Teams meeting using the link provided.** | * **If you do not wish to use interpretation services, NO FURTHER STEPS REQUIRED.** * Members can speak in either English or French during the meeting. * Participants to use microphone to participate in the meeting (headset or laptop mic) |  |
| **FRENCH TRANSLATION (AUDIO)**  To listen to the French translation of the meeting | **Step 1:**   * Join the meeting on MS Teams using the link provided for the meeting.   ***Step 2:***   * **For French translation (audio) you need a second device**(phone) to call into a teleconference line   *This is only for French audio. This line is muted (similar to translation headsets used at in person meetings).* | **Teleconference details for French translation:**   * **Please dial-in:**   **1-877-343-2259**  **416-343-2275**   * **ID: 1356524#** |
| **ENGLISH TRANSLATION (AUDIO)\***  ***\*This is used only if a presenter/member speaks in French during the meeting and the participant wishes to listen to the English translation.*** | **Step 1:**   * Join the meeting on MS Teams using the link provided for the meeting   ***Step 2:***   * **For English translation (audio) you need a second device**(phone) to call into a teleconference line   *This is only for English audio. This line is muted (similar to translation headsets used at in person meetings).* | **Teleconference details for English translation:**   * **Please dial-in:**   **1-855-343-6177**  **416-933-3854**   * **ID: 3429233#** |