

## Instructions for Simultaneous Interpretations for the Joint Councils Virtual meetings September 22-24, 2020

**For best user experience using Simultaneous Interpretation  
 please follow the instructions below:**

<p><b>Join the MS Teams meeting using the link provided.</b></p>	<ul style="list-style-type: none"> <li>If you do not wish to use interpretation services, <u>no further steps required.</u></li> <li>Members can speak in either English or French during the meeting.</li> <li>Participants to use microphone to participate in the meeting (headset or laptop mic)</li> </ul>	
<p><b><u>FRENCH TRANSLATION (AUDIO)</u></b></p> <p>To listen to the French translation of the meeting</p>	<p><b><u>Step 1:</u></b></p> <ul style="list-style-type: none"> <li>Join the meeting on MS Teams using the link provided for the meeting.</li> </ul> <p><b><u>Step 2:</u></b></p> <ul style="list-style-type: none"> <li><b>For French translation (audio) you need a <u>second device</u></b> (phone) to call into a teleconference line</li> </ul> <p><i>This is only for French audio. This line is muted (similar to translation headsets used at in person meetings).</i></p>	<p><b><u>Teleconference details for French translation:</u></b></p> <ul style="list-style-type: none"> <li><b>Please dial-in:</b> 1-877-413-4785</li> <li>When prompted, please select “1”</li> <li>ID: 3743222#</li> </ul> <p><b><u>Please do not skip over any instructions or you may have difficulty getting into the right line</u></b></p>
<p><b><u>ENGLISH TRANSLATION (AUDIO)*</u></b></p> <p><b><i>*This is used <u>only if</u> a presenter/member speaks in French during the meeting and the participant wishes to listen to the English translation.</i></b></p>	<p><b><u>Step 1:</u></b></p> <ul style="list-style-type: none"> <li>Join the meeting on MS Teams using the link provided for the meeting</li> </ul> <p><b><u>Step 2:</u></b></p> <ul style="list-style-type: none"> <li><b>For English translation (audio) you need a <u>second device</u></b> (phone) to call into a teleconference line</li> </ul> <p><i>This is only for English audio. This line is muted (similar to translation headsets used at in person meetings).</i></p>	<p><b><u>Teleconference details for English translation:</u></b></p> <ul style="list-style-type: none"> <li><b>Please dial-in:</b> 1-877-343-2259</li> <li>ID: 3945849#</li> </ul>