



Llywodraeth Cymru
Welsh Government

Hybrid meetings

Organiser guidance

1. Follow [Welsh Government guidance](#) to set up a Teams meeting with simultaneous interpretation.
 - a. In-person participants who need interpretation will use interpretation headsets provided by the interpreter and contribute as they normally would. They will hear contributions from both remote and in-person participants as normal, interpreted where necessary.
 - b. Remote participants who need interpretation will choose the interpretation channel on Teams and contribute as they normally would. They will hear contributions from both remote and in-person participants as normal, interpreted where necessary.
 - c. Remote participants who do not choose the interpretation channel will only hear participant contributions, i.e. not the interpreter.
2. The interpreter will join the meeting **remotely and in person at the meeting venue itself**.
 - a. The interpreter will be assigned to the interpretation channel on Teams and will speak into this microphone so that remote participants can hear.
 - b. The interpreter will also speak into the interpretation headsets microphone at the venue so that in-person participants can hear.

Please Note:

- The meeting itself must be held in a room that has adequate audio/visual equipment to enable interaction with remote participants. This could be a desktop microphone for example, or ideally from the ceiling so that everyone on Teams can hear. We recommend a [Microsoft Teams Room](#).
- The interpreter will either have to be in a soundproof booth or in a separate room in order to translate into the interpretation headsets and to Teams at the same time. This is because the interpreter must use a loud voice instead of a whisper and so, if the interpreter were in the same room, the echo would affect everyone.