Best Practices

- Make sure no other application is running in the background or in the system tray on your computer and please deactivate any notifications that could distract you or create noise.

- The same applies to applications that involve the use of video, webcam, microphones or speakers (e.g. Skype, Viber, Telegram, Zoom, etc.)

- Be sure to **always use Google Chrome or Mozilla Firefox as the browser for KUDO**. Also, please ensure that you have the latest version installed and regularly updated. Please allow access to your microphone and camera in your browser when prompted.

- **Have your headset configured and tested** to work on KUDO before the event. You can test your devices and connectivity at https://live.kudoway.com/test. During the meeting you can use the Media Settings button to change your settings if needed. You can also adjust your computer audio settings directly. Keep a spare headset handy, just in case.

- Make sure to provide the interpreters with as much information about you and the event as you can, as well as any presentation, statement or document you wish to present. Providing previous statements, social media, website, etc. will also be very helpful for the interpreters to for the event. Make sure the interpreters can access it ideally 48 hours in advance.

- Try to be seated somewhere quiet and where the acoustics are such that there will not be an echo.

- **Speak slowly, one person at a time**, and allow brief pauses from time to time and when handling the floor to another participant.

- Please mute your mic when not in use.

If faced with any technical difficulty, reach out to the Operator. Use the Messaging box if needed. Communicate your issues clearly and closely follow the instructions you receive. Monitor the Messaging box regularly.