



## Guide to using facilities

### Equipments:

#### 1. Microphones:

There are 3 types of microphones: (i) desk microphones and (ii) wireless, and (iii) site microphone.

Participants use desk and wireless microphones. Tips are as follows:

- switch on the microphones before speaking,
- speak clearly and directly to the microphone at distance of about 10 cm.
- pause 5 seconds after asking a question,
- switch off the microphones, when not speaking,

The site microphone is controlled either by the facilitator or the technician. When the site microphone is off, other participating sites can not hear you, even when you switch on your microphones and attempt to speak.

#### 2. Simultaneous interpretation:

To use the headsets for simultaneous interpretation, you should:

- plug the earphone to the receiver,
- push button “On”,
- select channel 2 to hear translation from English to Vietnamese
- select channel 5 to hear translation from Vietnamese to English
- select channel 0 to hear the original voice. When the audio in the room is too low, use this channel to increase the volume.
- adjust the volume.

### 3. Video:

There are 2 screens in the room. You can see other participating sites in the left screen and the view of the class at VDIC on the right screen.

When you ask question or make a comment, the camera will zoom in on you. It is recommended that you observe the following tips:

- look directly into the camera, avoid rapid gestures,
- wear solid neutral colors (earth colors like rust, blue, medium gray look particularly good on camera),
- avoid white, black and loud colors such as orange, bright green, and bright yellow as well as busy patterns

### Others:

Your understanding is very much appreciated in observing the following rules:

- Put your mobile phone on ringing mode. When you have to answer a call, please step out of the Center and use the outside area.
- Please do not talk loudly, if you need to get out of the distance learning room and take a walk around the Center during the break. The room is adjacent to the library’s reading space.
- You need to pass across the reception desk on the right to go to the toilet.
- If you need any help, please contact VDIC staff. If you need clarification, email us at [training@vdic.org.vn](mailto:training@vdic.org.vn) or give us call at 84 4 934 6600, ext. 703.