

Important Links

[Schedule](#)

[Zoom](#)

[Safer Space Agreement](#)

[Discord](#) (text chat)

Contact Info

Angel (basic questions) | aniola@gmail.com | +1 (707) 697-3056 (call for fastest response)| on Discord

Darin (tech) | darin@darinwick.com | +1 (707) 697-3056 | often on Discord

We are also keeping an eye on bikebikeeverywhere@gmail.com

Before The Event

- ☐ Download the two videos about Zoom's Simultaneous Interpretation feature to your computer:
 - [English audio \(bilingual subtitles\)](#)
 - [Spanish audio \(bilingual subtitles\)](#)
- ☐ Make sure you have an up-to-date version of the Zoom desktop application on your computer. [Download it here](#). Version 5.2.1 or greater is required to set up interpretation. The mobile app & web-browser-based client won't work for this.

Set up The Workshop (5-10 minutes early!)

- ☐ **Open the Zoom client and sign in** at least 10-15 minutes before the posted start time.
 - If you are signed in with your own account, log out
 - Sign in as...
 - Username: bikebikeeverywhere@gmail.com
 - Password: BBE21tech
- ☐ **Start the meeting**
 - Find the workshop you're hosting in [the wiki schedule](#)
 - Click the link "Join Zoom Meeting" / "Unirse a la reunión Zoom"
 - Launch the meeting in the desktop client (do not join from your browser)
- ☐ **Watch the waiting room.** Admit presenters and interpreters the meeting as they sign in.
 - Click "Participants" at the bottom of the screen to see who is in the waiting room.
 - Leave the "Participants" panel open. You will need it later!
 - [More info about waiting rooms](#)
- ☐ **Give the presenter(s) and 2nd Tech Co-host status** once they join
 - Hover your mouse over their name in the "Participants" panel
 - Click "More"
 - Click "Make co-host"

- ☐ **Ask the presenter** if they want any time warnings besides the standard “5 minutes until the [15-minute chat at the] end of the workshop.”
- ☐ **Coordinate recording with the 2nd tech**
 - One tech needs to record in each language! Make sure you each know which language you will record in.
- ☐ **Enable Live Transcription / Auto-Transcription:**
 - Click “Live Transcript” at the bottom of the window (or click: ... → more → closed caption)
 - Click “Enable Auto-Transcription”
- ☐ **Add the interpreter(s)** once they join (this should be the last thing you do before letting people in from the waiting room)
 - Click “Interpretation” (globe icon) at the bottom of the window
 - Click “+ Add Interpreter”
 - Click inside the “Search by name” box
 - Select the name of the interpreter
 - Set the languages to “English <-> Spanish”
 - Repeat for any other interpreters
 - Click “Start” (it’s the only way to save what you just entered)

Start the Workshop

- ☐ **Disable the Waiting Room**
 - At the bottom right of the Participants panel click “More” or “...”
 - Deselecting “Enable waiting room”
- ☐ **Admit everyone from the waiting room** by clicking “Admit All”
- ☐ **Play the interpretation guidelines video**
 - On Windows or macOS:
 - Click the green “Share Screen” button at the bottom of your Zoom window
 - Switch to the “Advanced” tab and select “Video”
 - Open the video file and play the video
 - On Linux:
 - Open the video file in your preferred media player
 - Click “Share Screen”
 - Check the “Share sound” and “Optimize for video clip” boxes at the bottom
 - Select the video from the list of windows and click “Share”
 - Play the video
- ☐ **Once people have had a moment to select their language, say** “My name is ____ and the interpreters have asked that I also remind you to say your name before you speak.” (or something like that)
- ☐ **Start Recording** (unless the presenter requests that this event not be recorded - there is a column on [the workshop list](#)):
 - Click “Record” at the bottom of the window
 - You may need to select “Record on this Computer” (our Zoom account has very limited cloud storage), but if it doesn’t ask you it will be automatically recording

on your computer.

☐ **Introduce yourself**

- *example if you want it:* Hi, my name is ____, my pronouns are ____, and I'm tech support for this workshop. If you're having problems, please message me in chat and I'll do my best to help.

☐ **Invite the presenter / facilitator to introduce themselves and begin!**

☐ **Mute yourself** when finished speaking so your background noise doesn't come through.

☐ **Put the Discord/IRC links in chat:**

- Open the Zoom chat panel by clicking "Chat" at the bottom of the Zoom window
- Paste in the following:

Please use Discord chat: <https://discord.gg/n8WFwznYtj> it has automatic translation between English and Spanish. If you cannot access Discord, try IRC: <https://web.libera.chat/#bbe-general,%23bbe-introductions,%23bbe-workshop-chat,%23bbe-small-talk-cafe,%23bbe-help-desk> (Discord and IRC talk to each other)

Favor de usar el chat Discord: <https://discord.gg/5jZwRMnGqD> tiene traducción automática entre inglés y español. Si no puedes acceder a Discord, prueba IRC: <https://web.libera.chat/#bbe-general-es,%23bbe-introducciones,%23bbe-taller-chat,%23bbe-charla,%23servicio-de-asistencia>

Donate to support interpretation ->

<https://opencollective.com/bikebike-everywhere/donate> <- Donar en apoyo de interpretación

☐ **Leave the Participants panel open** so you can see raised hands

During The Workshop

Watch for raised hands and chat messages. Consider interrupting the presenter(s) during a pause in case they haven't noticed that someone has a question or comment.

- Raised hands show up as a hand symbol next to the person's name, so be sure to leave the Participants panel open!
- Unread chat messages show a red number by the Chat button.
- If people are using chat for conversation, encourage them to switch to Discord, where automatic translation is available.

Keep an ear out for background noise and mute people if necessary. If someone is talking or making noise, the microphone symbol by their name will have rising and falling grey fill.

Watch for interpreter signals

- Interpreters may use "reaction" emoji or hand signals to remind people to slow down, speak up, etc. If you see an interpreter do this and the speaker doesn't adjust, you may need to break in and remind them verbally.
- Interpreters may also make requests or suggestions in Chat - keep an eye out for them.

Ending The Workshop

- ☐ **Warn the presenter 20 and 15 minutes before the end of the workshop** or otherwise as agreed at the beginning.
- ☐ **Save the transcript** - there are two ways to do this depending on your version of Zoom:
 - If you move your mouse over the area where captions appear, there should be a tiny “^” symbol in the top right of the caption box. Click the “^” symbol and then click “Save closed caption history”. It should show a green box that says “Closed Caption History Saved”
 - Click “Live Transcript”, click “View Full Transcript”, and click the grey “Save Transcript” button
- ☐ **If the meeting was recorded, the recording and chat log should be automatically saved by Zoom**
- ☐ **End the meeting. Workshops CANNOT run long** Click the “End” button within 5 minutes of the workshop’s scheduled end time.
- ☐ **Sign out of Zoom!**

After the meeting ends, Zoom should bring up a folder containing saved captions, chat logs, and recordings from the meeting. It may take some time first to convert the video.

After The Workshop

Do these soon after the workshop so folks who weren’t able to make it don’t have to wait!

- ☐ **Upload the recording, transcript, and chat log** to archive.org
 - go to archive.org
 - sign in as
 - Username: bikebikeeverywhere@gmail.com
 - Password: CDAmVr9PhMAAtGnK
 - click “UPLOAD” in the top right corner
 - select the green “Upload Files” button and choose the recording, chat log, and transcript files
 - Fields:
 - Page Title: the workshop title in the language of the recording
 - Page URL: 2022.X-en or 2022.X-es (as appropriate for the language) where X is the workshop number from [this list](#)
 - Description: Workshop description (click the link to the workshop in [the list](#))
 - Subject Tags: Bike!Bike! Everywhere! 2022 (and anything else you feel is relevant)
 - Creator: Bike!Bike! Everywhere!
 - Language: the language of the recording
 - License: select the “Creative Commons” license and “Prohibit Commercial Use”
- ☐ **Send a link to the uploaded files** to bikebikeeverywhere@gmail.com

Troubleshooting

Someone is talking, but nobody can hear them

- **Red “microphone with line through it” or “phone with a line through it” symbol by their name:** they are muted. You can click “ask to unmute” and Zoom will pop up a dialog box asking them to unmute.
- **No microphone or phone symbol by their name:** they are not connected to audio. They need to click the “Join Audio” button at the bottom left.
- **Green microphone or phone symbol by their name:** they are connected and Zoom isn’t muted. They should check to make sure their microphone is plugged in and not muted by their operating system. **If they are using browser-based Zoom**, the browser may be blocking audio - in that case, they will see a “microphone with red exclamation mark” symbol in the bottom left corner of the screen. They can click it for a link to instructions.

You’re trying to add someone as an interpreter, but their name doesn’t show up in the list

- The browser-based Zoom client doesn’t have interpreter features. Interpreters must download the desktop client or app.
- Interpretation isn’t available in Zoom Clients older than version 4.5.0

A facilitator, panelist, or attendee doesn’t have the Interpretation button

- Interpretation isn’t available in Zoom Clients older than version 4.5.0. They need to upgrade their Zoom client or join via their browser.

Optional Interpreter Test-Run

If you or the interpreters want to make sure everything is set up correctly, you can do the following before the workshop. Mostly, though, it shouldn’t be necessary.

- Start interpretation (if it isn’t already started):
 - Click “Interpretation” (globe icon) at the bottom of the window
 - Click the blue “Start” button at the bottom of the interpretation window
- Ask the interpreters to switch to the Spanish channel.
- Switch your audio to the Spanish channel by clicking “Interpretation” at the bottom of the window and selecting “Spanish”
- Have a quick chat with the interpreters to confirm the Spanish audio is working.
- Ask the interpreters to switch to the English channel, switch yourself to the English channel, and have another quick chat to ensure everything works
- Turn off interpretation:
 - Click “Interpretation” (globe icon) at the bottom of the window
 - Click “Manage Language Interpretation...”
 - Click the red “End” button

2nd Tech Instructions

(recording second language)

Because of Zoom's limitations, we need two people recording per workshop - one in each language. Plus, it's good to have a second person to help out.

DO NOT SIGN IN AS bikebikeeverywhere@gmail.com if you are the 2nd tech!

Before the Workshop

- ☐ **Sign into Zoom with your own account or as...**
 - Username: bikebikeeverywhere+1@gmail.com
 - Password: BBE21tech
- ☐ **Make sure you are a co-host of the meeting**
 - Click "Participants" at the bottom of the screen and find the entry for yourself with "(Co-host, me)" next to it
 - If you aren't listed as a co-host, ask the 1st tech to make you a co-host
 - Leave the "Participants" panel open. You will need it later!
- ☐ **Coordinate recording with the 1st tech**
 - One tech needs to record in each language! Make sure you each know which language you will record in.

During the Workshop

After the 1st tech plays the interpretation instructions video and enables interpretation...

- ☐ **Switch to the language channel you will record**
- ☐ **Start Recording:**
 - Click "Record" at the bottom of the window
 - Select "Record on this Computer" (do not record to cloud storage; our Zoom account has very limited cloud storage)
- ☐ **Support the 1st tech** (see [During the Workshop](#) above)

After the Workshop

Upload recordings to archive.org (see [After the Workshop](#) above)