

Tips for speaking at the floor mic

How you position yourself at the floor microphone is critical to ensuring that delegates hear what you have to say.

DO stand with your mouth about six inches from the microphone... too far back, and you are difficult to amplify; too close and your voice can distort.

DO tip the microphone up or down slightly (be gentle!) to line it up with your mouth.

DO speak directly into the microphone... not beside it, over it, under it, or three feet away from it.

DO start speaking as soon as you are recognized by the Chair (who will do so by saying "the Chair recognizes delegate on microphone 2")... your microphone will be 'live' at this point.

DO speak clearly. The microphone is controlled by an audio technician who will adjust the volume of the microphone. Please give them a good, full speaking voice to work with. They can adjust if you are too loud, but can do very little if you are too quiet.

DO be mindful of the timing lights at the podium. 'Green' means you can continue talking; 'Yellow' means you have one minute left, 'Red' means your time is up.

DON'T hit the microphone to see if it is working. It is.

DON'T forget that you are 'on camera' and being projected on large screens. Even the smallest movements can appear exaggerated (in other words, don't pick!).

