

MICROPHONE GUIDANCE

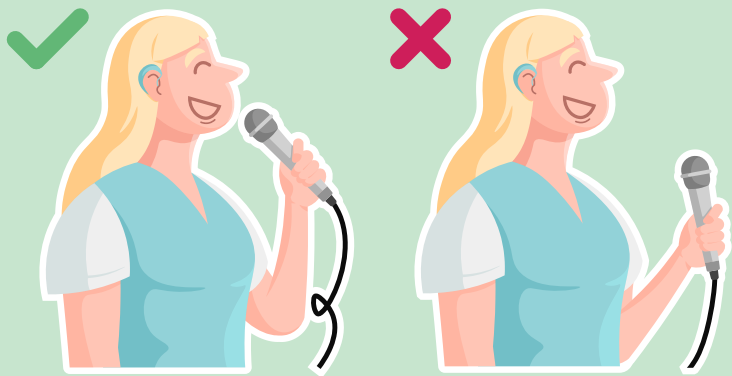
Guidance to help you use the microphone comfortably and confidently

We know that being on stage and speaking into a microphone can sometimes feel daunting, especially if it's not something you do every day. These tips are here to offer a bit of support and reassurance - so you can feel more at ease, and you can focus on what you want to say - rather than the equipment.

Holding the microphone

Hold the microphone about 5 to 10 cm from your mouth, speaking directly into the top of it. If you can, keep it at roughly the same distance as you speak and try not to let the microphone drift.

Just in front of your chin is a good position. A gentle mental check-in now and then can help keep things consistent.



Speaking

Speak at your normal conversational pace and volume. The PA system will take care of amplifying your voice, so there's no need to raise it. Speaking too loudly can cause feedback or clipping, whereas speaking naturally will sound clearer and more comfortable for everyone listening.

Checking the microphone is on and working

Our tech team will carry out sound checks before every session and run through a quick demo with you to make sure the mic is working.

That said, we know technology can occasionally be a little unpredictable. If you're ever unsure whether the mic is live, you can either check in with a member of the tech team or gently speak into the mic while holding it at the correct distance (around 5–10 cm from your mouth).

Please avoid tapping the microphone to test it, as this can create an uncomfortable noise and cause feedback. It's also best to keep the microphone away from the room's speakers, as being too close to them can also lead to feedback.

Support for you

There will be a member from our tech team in each room to support you throughout your session - and if you're speaking, we'll let you know in advance who that will be. Please do go to your room a little before your session begins, so they can run through a quick demo with you.