

Member Briefing Note – Use of Microphones

26.3.2010

Please see below a change to the instructions for using the microphones at meetings. It has been suggested recently that it is sometimes difficult to spot the microphone lights from the top table, and waving hands seems to work better. Some Chairmen have been trialling this method already, and following their feedback, officers have produced the following revised instructions:

If you would like to speak at the meeting:

- 1) Raise your hand.
- 2) The Chairman will then invite you to talk. Press the large button on the front of your microphone.
- 3) The button and the tip of your microphone will both turn **red**. The microphone is live and will transfer your voice into the hearing necklaces. It is now your turn to talk.
- 4) Please position the microphone approximately six inches from you.
- 5) When you have finished talking, press the red button to de-activate your microphone. This is important as it allows the next person to speak.

Notes

- If your microphone is **flashing green** at the tip, press the big button on the front of your microphone to stop this.
- If your microphone is a **constant green** at the tip, press the big button on the front of your microphone to stop this.
- The Committee Chairman can switch off all microphones at any time by pressing the extra button on their unit.

This is useful if the state of the microphone queues etc has become confusing or the Chairman would like to restore order, and is signalled by a ‘ding’.

- The Chairman’s microphone should be kept active at all times, even when not speaking.