



HANDHELD MICROPHONE TIPS

A few tips to help you sound great and keep your audience engaged from start to finish.

1) PLACEMENT



Hold the microphone 4 to 6 inches from your mouth, below your chin. Point the mic grille toward your mouth.

2) CONSISTENCY



Maintain the same distance consistently throughout your presentation. Once you find a good mic position, consider locking your arm in to your waist to sustain your placement.

3) HANDS OFF



Do not touch or "cup" the microphone grille with your hand.

4) PASS THE MIC, CAREFULLY



if you need to share the mic with another presenter or an audience member asking a question, be mindful of handling noise.



SEAMLESS



LAVALIERE

(Lapel Mic)

TIP SHEET

PLACEMENT



Clip the microphone about 6-8 inches below your chin, centered on your torso

WARDROBE



Avoid wearing voluminous clothing, necklaces, or lanyards that could create sounds the microphone will pick up

FACE FORWARD



Remember to keep your head and body aligned while speaking. If you need to turn to look at the screen, turn your whole body so your voice stays in the microphone's range

HANDS OFF



Keep your hands away from the microphone while speaking. Modify or eliminate gestures that could cause the microphone to pick up ambient noise instead of your voice!



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PODIUM MICROPHONE TIPS

1



PROPER PLACEMENT

Adjust the microphone to be between 6" and 12" below your mouth

WHERE TO STAND

Position your body to be 8" to 12" away from the microphone



2

3



STAY PUT

Maintain your body positioning and remember to face the mic while speaking. If you need to turn to look at your slides on the screen, return to facing the mic before you address the audience again.

CAUTION

Be careful not to hit or bump the microphone or the lectern as this can cause a disruptive noise



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