



PODIUM MICROPHONE TIPS

1



PROPER PLACEMENT

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

2

WHERE TO STAND

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



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.

4

CAUTION

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



SEAMLESS