



Suggested Guidelines for WEFMAX

Microphone Guideline

1. Microphone handler will deliver and retrieve microphone from attendee so their questions and comments can be heard by the other attendees. Facilitator should restate or assure that the general guidelines as noted below are followed each session:
 - Each audience member should use the microphone when speaking. This is either when a question is asked or answered. Individuals in 'front' of the person speaking can generally hear the question but for the benefit and courtesy of those 'behind' the person please use the microphone.
 - Prior to speaking please state your name and which MA you are with. This allows the scribe to appropriately track comments and suggestions. Mic handler should remind them if they forget.
 - Please stand up and speak clearly into microphone
2. Microphone Use and Quantity should be based upon the size of the group / location.
 - Large Rooms / Large Group
 - One Microphone for the presenter / speaker
 - Two 'traveling' mics for those in the audience
 - Have at least two helper to move the mics around in the audience
 - Medium Rooms / Medium Groups
 - One Microphone for the presenter / speaker
 - One 'traveling' mic for those in the audience
 - Have at least one helper to move the mics around in the audience
 - This size of room / audience may not require each person to have a mic in the audience
 - Small Rooms / Small Groups
 - One Microphone for the presenter / speaker
 - This size of room / audience may not require each person to have a mic in the audience