



Microphone Tips

The AK Bar will provide a podium microphone and a lavalier microphone. Speak with CLE staff to confirm which type you will be using during your presentation so you can prepare accordingly. CLE staff and an AV technician will be on site for sound checks and assistance.

- ✓ Podium Mic
 - Adjust the microphone to the appropriate height and angle, aiming it toward your head.
 - Stay positioned in front of the microphone and keep a consistent distance from your mouth.
 - Stand approximately 4–6 inches from the mic.
- ✓ Lavalier Mic
 - Clip the microphone at about chest level (breast pocket height or higher).
 - Avoid wearing long necklaces or name badges that may interfere with the mic.
- ✓ General Mic Tips
 - Speak directly into the microphone using a clear, natural tone—similar to speaking to someone in front of you. Avoid whispering or shouting.
 - Do a sound check. Test the microphone before your presentation begins.
 - Avoid feedback. If you hear feedback, adjust your position slightly.
 - Do not cover the microphone with your hand.
 - Do not block your face with the microphone. Keep your full face visible.
 - Facial expressions are important for communication, so position the microphone accordingly.
 - Speak slowly and clearly.
 - Enunciate and maintain a steady pace so your audience can easily understand you.

Questions: Please contact the CLE Department at cle@alaskabar.org or (907) 272-7469.