

Useful tips to Members, Officers, and third party speakers attending webcast meetings

Firstly and most importantly remember to turn your microphone on each time you speak; if you do not, your words will not be broadcast. When using the microphone try to speak directly towards it and make sure that it is not too far from your mouth.

Use Microphone

Try to avoid moving unduly whilst speaking and using expansive hand gestures because that leads to a diminution of picture quality. In addition the camera operator will struggle to keep a moving person in shot. For the same reason if giving a presentation please try to stand in the same area rather than walking around the room.

Remember on camera

When other people near you are speaking please bear in mind that you may still be on camera. Bear in mind that even when there is no audience in the room members of the public are nonetheless watching the meeting.

Microphone noise

Microphone noise is an artificial sound that is introduced when an object touches the microphone; speakers should not tap pencils or rings against microphones or touch the cable. When speaking try to speak directly towards the microphone and do not place objects such as water bottles in-between yourself and the microphone.

Clothing

Avoid bright colours which tend to cause exposure problems when webcast. Stripes and checked clothes are best avoided as they can cause a strobe effect when webcast, especially when the subject is moving.