

Microphone Etiquette at the CNCA Pre-Conference Assembly

A. Before you get to the Microphone

- Get a group conscience – remember, we are not instructing the delegate. So, get as much information as possible so that s/he can exercise her/his right of decision,
- Prepare – Have each conscience in writing on a separate sheet of paper and clearly labeled. Bring 2 copies (option to place in the box/email).
- Practice - Time Yourself
- 90 Seconds is all you get, but don't rush it! Your remarks will be interpreted into English or Spanish.

B. Lining Up for the Microphone

- Be quiet – afford others the same courtesy as you expect
- Listen to what's being said at the microphones and by the area chairperson. It's probable that after 15 minutes the delegate is going to know how the area feels and will be listening for anything NEW.
- Take your FM radio and earphones or earbuds with you. It shows respect for those who do not speak the same language you do. Everyone has a right to be heard and understood.
- Bring your written conscience with you – minimizes the risk of ad-libbing and straying off topic.
- Decide if you'd be better off dropping it in the box – Delegates find the stuff in the box to be the MOST helpful.

C. At the Microphone

- Speak clearly and distinctly *into* the microphone
- Say your first name and your district only when introducing yourself at the microphone. We do NOT need to know the location and time of your home group, your meeting format and/or that it's XYZ.
- We know what the agenda item is, so no reason to restate it.
- Share what's still important and relevant (see "Listen" above).
- Your comments at the microphone will be timed using a traffic light device. Watch the lights:
 - Green – you're good to go!
 - Yellow - wrap it up
 - Red – Stop talking and yield the microphone to the next person. If people start to clap, it's because your time is up, not because they think you're wonderful.
- Make eye-contact with the delegate.
- Don't speak too quickly – remember your remarks are being interpreted and noted by the recording secretary AND the alternate-delegate.
- No personal opinions, personally punitive statements or controversial remarks on outside issues.

D. After the Microphone

- Avoid duplication – The delegate only needs to be informed of your group's conscience once: at the microphone **or** via email **or** in the box.
- Continue to listen – In addition to common courtesy, you may hear something that might increase your understanding and/or that you will want to share with your group.
- Remember there's time for personal opinions/reflections during the "What's On Your Mind" portion of the agenda.
- Inform your group when you get back.
- Inventory – how did you do? What might you do different next time?

And a word about applause

- Applaud only when the red light comes on
- We do NOT clap if we agree with what someone else has shared from the microphone. Clapping for one opinion can create a hostile environment for those who wish to express a different opinion.

And remember this is A.A. and there is no right or wrong way to do this.