

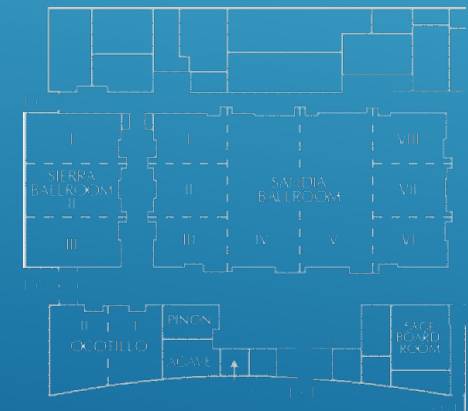
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# ALL ABOUT CONFERENCE 2018

Enhance your WSBC experience


## Room Setup



# Business Meeting Room:

- ▶ Arrive early, as the meetings start on time and you are to be in your seat before they begin.
  - ▶ Sit with the other delegates from your region or virtual service board.
  - ▶ The seating areas change from one session to the next, allowing everyone the opportunity to sit toward the front of the room at some time during Conference.
  - ▶ Before each meeting, a chart is posted on the outer doors to help you locate your seating area.
  - ▶ You must wear your delegate badge to all Conference meetings and workshops. The door monitor must be able to see your badge as you enter the business sessions.
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# Business Meeting Room:


- ▶ At the front of the room are two podiums. These are where speakers stand when giving reports and during the debate portion of the meeting.
  - ▶ The pro microphone is on the right as you face the front of the room. The con microphone is on the left.
  - ▶ The center microphone is where members stand to ask questions of the chair, once they have cleared their question with the Center Mic Monitor.
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# Center Microphone Monitor:

- ▶ Behind the center microphone is where the Center Microphone Monitor (CMM) sits.
  - ▶ The CMM helps manage the flow of delegate questions. This person is knowledgeable in the policies and procedures of OA as well as with *Robert's Rules of Order*.
  - ▶ The CMM raises a sign to let the chair know what type of question is about to be asked.
  - ▶ Wait to be recognized by the chair before moving to the center microphone.

See Presentation 06 for more information.

# Staff Area:

- ▶ The World Service Office staff sit in an area to the left of the center platform, as you face the front of the room.
  - ▶ Do not approach the staff directly during the business sessions.
    - ▶ They are working on the administrative and technical aspects of the Conference.
    - ▶ While they are also present to answer questions on items where specific information is required, these questions go through the chair.
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# ROOM LAYOUT

S  
t  
a  
f  
f

Trustees

Chair

Trustees

Con

Pro

Area for Debate

Area for Debate

Center Microphone

Center  
Microphone Monitor

Delegate Seating

Delegate Seating

Look for your region

Look for your region

or virtual services

or virtual services

Visitors

# Microphone Etiquette:

- ▶ Approach the Center Mic Monitor (CMM) before going to the center microphone. Only go to the center microphone if the CMM instructs you to do so.
- ▶ Raise or lower the microphone stand to be level with your mouth. There will be a volunteer available to assist you.
- ▶ Speak directly into the microphone.
- ▶ Never blow, touch, or tap on the microphone.
- ▶ Do not turn the microphone downward.
- ▶ Do not turn your head to the side when using a stand microphone.

