

Microphone Etiquette at the CNCA Pre-Conference Assembly

A. Before you get to the Mic

- 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 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 Mic

- Be quiet – afford others the same courtesy as you expect
- Listen to what's being said at the Mics and by the Chair. 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 with you.
- 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 Mic

- Speak clearly and distinctly *into* the Microphone
- What we don't need to know is 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 pertinent (see "Listen" above)
- Watch the lights:
 - Green – your good to go!
 - Amber - wrap it up
 - Red – Graciously accept the applause and subside in favor of the next person
- 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 Mic

- 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 WOYM
- 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 want to create an environment in which the minority opinion or indeed any opinion feels stifled or is muted.

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