



Tips for Optimum Mic Use during Live Meetings



The City of Morgantown holds up to 8 meetings a month in Council Chambers that are aired live on Channel 15 and Granicus, Morgantown's Live Streaming Video Archive. Because of the variety of boards, commissions, and councils that meet there, it is important that the Chambers Techs (videographers) can adjust sound levels quickly to adapt to different meeting setups and differences in personal usage of the mics.

Please read through these instructions to find out about proper mic placement and usage during live public meetings.

Why do I have to wear it?

Our Council Chambers meetings are aired to uphold transparency in municipal government. Our quality recordings help reporters, lawyers, and other members review the meeting, and to satisfy citizens' knowledge for knowing how their City is progressing.

Where does it go?

LAV Mics: With your forefinger and thumb in a 45° angle, place your finger just under your chin. Where your thumb rests should be where the lavalier mic should be placed on your shirt, roughly six inches from your chin, in the MIDDLE of your clothing (not on a lapel that places the mic on the right or left side).

GOOSENECK Mics: Place the mic 6-12 inches from your face. If you're leaning forward, and choose to recline during the meeting, please move your mic so that you can still be heard from your relaxed position in your chair.

How do I mute my mic?

It is very important that you know how to mute your mic. When you lean in to whisper to someone, often, the whisperer leans directly into the listener's mic, and the whisper is broadcast plainly.

To Mute: Press the bar button on the square, footed mic stand during coughing or whispering.

Someone texted me to tell me they can't hear me!

This can be fixed immediately, if the camera person can be notified during the meeting.

First, if you have a lav mic, check to see if the smaller box that the mic goes into is on. It should be in the middle or top position, but not in OFF. Then, please text 304-844-8908 as soon as you receive the message, and the Communications Manager will work with the videographer to fix the problem as it airs live.

If you find out after the meeting, go ahead and text with the date of the meeting, and whose mic was low/high. This is very helpful in determining longstanding issues.

If anyone at home watching can't hear or notices a problem, they can text or email me as well.

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Attention to these rules is being drawn to make sure the City of Morgantown and its public meetings are presentable to visitors and maintain a high quality of life for its residents. Let's keep the City of Morgantown one of the best small cities in the country!