

Name plates will no longer be used to request the floor, instead the microphone button of the congress system in front of you allows you to request the floor and be recognized by the chair.



Card reader: Your badge to identify your delegation. Insert the card you have received.

Microphone button with microphone status LED: press to request the floor.

If you change the seat, ensure to take the card and re-insert it.

Green: microphone in request *

Red: microphone is active. You can speak.

Off: deactivated

* flashing green light means that you are the next speaker in the request list.

Requesting the floor and speaking

1 To request the floor, press the microphone button on the congress system.



- The microphone button and the microphone ring turn **GREEN** (still or flashing green *).
- Your delegation's name is listed at the bottom of the list in the room visible by all participants.
- Your delegation's name is also listed at the bottom on the specific device in front of the chair.

Attention: If you press once again, your request for the floor is removed from the list.

2 When the chair gives you the floor, the microphone button turns **RED**, and the microphone is activated. You can now speak.



- You can now speak. You are removed from the list of speaker request.

3 When you have finished your statement, wait for the chair to deactivate your mic or press the microphone button to deactivate it.



- The microphone led status is turned-off. The microphone is deactivated. You cannot longer speak.

Canceling the request for the floor

1 If you have requested the floor already, simply press the microphone button once again.



- The microphone led status is turned-off. The microphone is deactivated. You are removed from the list of floor requests.