



## **World Class Conferencing – Scheduling & Meeting Tips**

### **Scheduling A Conference Call**

- 1) Call 1-86MEET-MEET (866-338-6338)
- 2) Provide your company name or account number
- 3) Give us your name and telephone number
- 4) Tell us the date and time of your conference call
- 5) Be prepared with participant names and phone numbers
- 6) Inform us of additional features and services (tape recordings, transcriptions, etc.) you will require.

### **Tips For Better Conference Calls**

- 1) Have a clear, set agenda
- 2) Confirm participant attendance
- 3) Introduce each participant or use our Roll Call feature
- 4) Ask participants to identify themselves each time they speak
- 5) Activate the mute button on your speakerphone when not speaking
- 6) Keep background noise to a minimum at each participant's location
- 7) If you have any type of problem during the call, DON'T HANG UP! Just pick up your handset and dial \*0. A Conference Coordinator will come on-line to assist.
- 8) Schedule your next meeting while everyone is still on-line.