

CONFERENCE CALLING TIPS

Participating In A Call

Knowing proper techniques when joining a scheduled conference call is extremely important. Below are some tips to help you be a polite guest participant:

1. Arrive on time, a few minutes early is even better.
2. Introduce yourself as soon as you arrive.
3. Keep background noises to a minimum or mute your line.
4. Save questions until the end, don't interrupt the speaker unless otherwise directed.
5. Don't talk over other speakers, wait your turn to speak.
6. Take notes on paper, clicking away on a keyboard can be heard by other guests.
7. Don't put your line on hold, as many phones play music on hold that will interrupt the conference.
8. Try to call into the conference from a landline, not a cell phone if possible.
9. Avoid using a speakerphone when possible as they may cause the conference to echo.
10. Don't 3-way other guests onto the call; have everyone dial into the conference line directly.