

Conference Call Etiquette

Conference calls are a great way for committees to meet briefly to discuss business when an in-person meeting is not possible or practical. To get the most out of your teleconference, please follow the below guidelines for participation.

- ◆ Call in to a conference call a couple minutes before it is scheduled to begin. That way if there are any phone issues, you can hang up and rejoin the conference before it begins. And everyone will be logged on to the call so the meeting can begin on time.
- ◆ Keep your phone off of speaker phone which can sometimes interfere with call clarity.
- ◆ Mute your phone when you are not talking. This will help to eliminate background noise that can make it difficult for others to hear.
- ◆ When you want to comment or ask a question, please identify yourself first so that everyone knows who is talking and the secretary can produce accurate minutes.
- ◆ If others are hearing an echo or feedback on the call but you are not, it is likely your phone causing the reverberation issue. Please leave the call and rejoin on a different phone.