

## Tips for a Successful Teleconference

### During your teleconference

- If you require assistance during the conference **press \*0** to alert an operator

### Conducting a successful teleconference

- Make sure that all background noise is kept to a minimum. E.g. turn off printer, fans, close doors etc.
- Place your phone on mute unless talking.
- Make sure that your speakerphone is not near any electrical equipment.
- Turn off mobile phones.
- Make sure you are near the speakerphone when talking.
- When you do speak introduce yourself first so the conference participants know who you are.
- Do not breathe heavily into the mouthpiece if not using speaker.
- Speak clearly.
- Wait until the person speaking has finished before responding.
- Turn off call waiting if on your phone

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