



# Conference Call Best Practices

## **Productive & powerful meetings start with you!**

- Send your meeting invitation with the dial in number & Passcode in the location line to speed entry to your call
- Start on time
- Introduce yourself and your participants as you begin
- Ask your guests to mute their phone if they are not speaking
- Use your guests names before asking a question
- Close your meeting by asking everyone to disconnect

## **Keep your guests happy!**

- Keep your meeting on track with a planned agenda
- Reduce any background noise
- Avoid moving the phone & tapping pens
- If you are not using a professional grade speakerphone, it's ideal to pick up the handset or use a headset
- Thank them for their time and contributions