



# Young Markets

## Tele-Conferencing Tips

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0871 230 8989



1. Have pen and paper to hand when you dial **0871 230 8989** and take option "2", then write down the 6 digit room code.
  2. Pick a day and time when most people will be available, first thing on Mondays or last thing on Friday afternoons are not usually good times for a conference call.
  3. Having calls on the same day (eg. the first Tuesday) of every month will generate better attendance than spasmodic conference calls.
  4. Email all the participants well in advance of the first conference call, so that they can reserve the date and time in their diaries. Include the phone number and room code in the email./ invitation.
  5. Email everyone on the morning of the conference call to remind them of the telephone number, room code and the time of the call. Room codes can be re-used time and time again.
  6. Always publish an agenda for the conference call and send out any visuals well in advance.
  7. As co-ordinator dial in 5 minutes before the official start time to ensure you are on-line when the first delegates arrive.
  8. As co-ordinator, have a list of expected participants available and tick off people as they arrive.
  9. Speak clearly and pause more often than normal. This allows people to ask questions or make points of their own, without feeling that they are interrupting.
  10. Don't forget to thank everyone for participating and announce the date and time of the next teleconference before you finish.
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