



# Young Markets

## Tele-Conferencing Tips For Delegates

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0871 230 8989



1. To participate you need to know the date and time of the tele conference, the Franchise Line phone number and your 6 digit room code. Your franchisor should have provided this information.
2. Dial 0871 230 8989 , press “1” and enter the 6 digit room number.
3. There may be other people already talking when you join, so listen and then announce your presence when it seems suitable.
4. Introduce your self again before you start speaking as the other people may not recognise your voice.
5. If you phone has a “mute” button press that while you are just listening. This reduces the amount of background noise, especially if you are listening on a speaker phone.
6. Don't put your phone on hold. Your hold music will be broadcast to all the conference participants.
7. Make sure you have a published agenda and any handouts that were distributed prior to the tele-conference to hand.
8. Review the agenda before and prepare any questions that you might have
9. Don't be afraid to contribute. The more you put in to a conference call the more you will gain..
10. If you are using a speaker phone pick it up when you want to talk.

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