Ten Tips for Participants:

1. Dial or log in a few minutes before the start of the meeting.  
   *Avoid interrupting the start of the meeting*

2. Make sure there are no background noises/distractions prior to your call or logging in.  
   *Barking dogs, TV, radio*

3. Put your phone or speaker on mute right away.  
   *Typing, coughing, whispering, etc. can be heard*

4. Never put the conference call on hold!  
   *In many cases music plays*

5. Always identify yourself prior to speaking.  
   *“This is...”*

6. Use a handset not the speaker phone when available.  
   *Your voice comes in louder and clearer*

7. Speak loud and clear so everyone can hear you.  
   *See #6*

8. Stay concise and on topic.  
   *Follow the agenda/slides*

9. Unless otherwise instructed, hold questions until the end.  
   *Write them down*

10. Keep personal issues and questions for follow up after the meeting.  
    *Keep the agenda timing on track. (See #8 & #9)*