

TIPS FOR PARTICIPATING REMOTELY IN A CALL OR WEB MEETING

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)

