

Help Sheet – Conference Call Meetings & Training

Prior to the Call:

- Find a quiet place to host/take the call
 - Spouses, children and others sometimes drop in
 - Advise them you are in a meeting before
 - Check out your area – move away things that may distract others
- Mute any music you have playing (on computer, Alexis or other devices)
- Get your coffee or beverage, go to the restroom, and so on, before the call so that you are not frustrated while on the call
 - Breaks will happen but just be prepared
- Mute your cell phone
- Ensure your pet (especially your dog) is not within barking distance
 - Cats have been known to show up on these calls as well
- Review the agenda or info that is supplied before meeting

The Call:

- Be on time
 - If possible, join a few minutes early to ensure that your computer/audio is working
- Try not to talk over the person who is talking, be patient and wait your turn
- Remember we can see and hear each other
 - Try to avoid multi-tasking
 - Answering e-mails, sending texts
 - Try to avoid conversations with family members during call
 - Mute yourself if you need to chat
 - Eating & drinking can sometimes be heard
 - Avoid crunchy food
- Use ZOOM chat function if you want to ask a questions or wish to speak
- Try and speak slower than normal
- Sharing document/info during call
 - Only have that document open on your computer
 - Close other documents such as pictures or notes; you may not want to share before meeting