

Help Sheet – Conference Call Meetings & Training

LEADER

Prior to the Call:

- Work with call facilitator
 - Date and invitees for e-mail notification
 - Who does what
 - Muting of people
- Send out agenda
- Ensure your computer (microphone & computer) are working
- Try to limit call to an hour
 - Plan shorter sessions rather than lengthy ones
 - Work in a break of 5 minutes if possible
- Plan how motions will be handled
 - Show of hands or voice vote

The Call:

- Be early
 - Some attendees will dial in early
 - Welcome everyone
 - Makes everyone comfortable & allows for sound check
- Follow agenda
 - Help people stay within time limits
 - Share screen with participants
- Mute when necessary
 - At times, you may want to mute everyone to avoid distractions
- Take notes of action items or assign someone to do so
- Motions/Votes
 - Explain how voting will be handled at the start of the meeting
 - Ask someone to assist if necessary