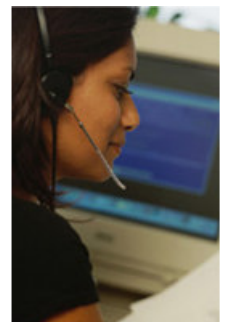




Bringing You and BT Closer Together

Ten Tips for getting the most from your Conference Call

- 1 Circulate an agenda in advance.**
- 2 Make sure everyone knows the date, time and phone number for the call.**
- 3 Choose a Chairperson to manage the meeting.**
- 4 When speaking identify yourself first and make it clear who you are talking to.**
- 5 When asking questions nominate someone to answer.**
- 6 If you need help at any time dial *0 to bring in your BT co-ordinator/operator.**
- 7 Keep mobile phones a few feet away from your telephone – they can induce a hum, even when not in use.**
- 8 Use a quiet area with minimum disruptive background noise.**
- 9 Use the secrecy/mute button if you find it gets noisy unexpectedly.**
- 10 Book your next phoneconference “on line” while everyone is still together.**



Value added
reseller for

