

Global Conference Call

GlobalConferenceCall.com 1-800-472-6034



Ready Call #2: The Presentation Conference Call

Overview

A Presentation usually has from 10 to 25 participants. All participants are muted.

How To

Give your participants the Date/Time of your call; the Dial-in Number and the Guest Access Code. The Moderator dials-in and announces, "The meeting will start soon. I am going to mute all guests today in order to avoid background noise." Now the Moderator presses 99 (press the 9 key twice). The Moderator will hear the mute confirmation.

Now, the Moderator may begin the call by making some general announcements for a few minutes. Statistically, **the highest attendance on Presentation calls is at 8 minutes after** the start time. It is recommended to begin the Main Points of the Presentation then. If the entry beeps are on, we recommend you press *3 to disable the beeps.

Concept

Act as if you are at the podium of a classroom. Tell the participants what you are going to talk about; how long it should take; the outcome expectation; if there will be a Q&A; etc.

Tips

To record the Presentation, press *2. You will hear, "To begin recording, press 1." Now press the 1 key on your phone. "This conference is now being recorded" will be heard by all. Recordings may be emailed to your guests or they can dial a special number to listen to the recording.

(<http://www.gccms.com/ListenToRecordingByPhone.pdf>)

For Q&A, tell participants they may press *7 to un-mute their phone line. They should press *6 to re-mute after their comments/questions.

Note: There is no scheduling necessary with our services. You may have conference calls several times per day because there are no limitations placed on our accounts.

To review all feature controls, see <http://www.gccms.com/controls.pdf> .