

Conference Call Checklist

Planning your call

- _____ Have I made a list of all of the people I'd like to attend & checked their availability?
- _____ Have I communicated with my service provider regarding any special services that I might need for my meeting?
- _____ Have I communicated the date & time of the meeting to all participants?
(Don't forget to specify the local call time for participants in other countries.)
- _____ Have I communicated the appropriate dial-in numbers & passcodes to all participants?
Dial-In Number: _____
Conferee Passcode: _____
Moderator Passcode: _____
- _____ Have I set an agenda for the meeting?
(Determine what you and your participants need to address and set up a meeting timeline. Plan your agenda around the effect you intend to have and what you'd like your participants to take away from the meeting.)
- _____ Have I received confirmation of attendance from all participants?
- _____ Have I provided each participant with any materials that they might need?
- _____ Have I advised participants of the agenda in advance, so that they will be prepared for the meeting?

Preparing to begin your call

- _____ Have I secured a quiet location where I am unlikely to be disturbed or distracted by background noise?
- _____ Do I have my list of participants and meeting agenda in front of me?
- _____ Do I have a clock or watch visible to keep track of the time spent on each agenda topic

Now you're ready!
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