Conference Call Ground Rules

- Be on time, or call in 3-5 minutes early.
- Turn off cell phones, and any other type of electronics. This can be very troublesome during a meeting and can cause noise such as static.
- Use the “Mute” button. This will avoid any background noise. When someone needs to speak, simply release the “Mute” button. If you don’t have a mute button, please find a quiet place.
- Stick to the topics on the agenda. Try to stay focused and be respectful of other’s time.
- Try not to interrupt until the chair person or speaker asks if there are any questions or comments.
- Please don’t have conversations with other people during the conference call.
- Don’t ever put your phone on “Hold” to do something else. If your hold feature plays background music it will play into the conference call and make it impossible for the other participants to continue the meeting in your absence!
- Don’t shuffle paper, scrape chairs, pencil tap, or make any other distracting noisy activities during the conference call.
- Give your name to the group each time you begin to speak. So everyone knows who’s speaking.