

## 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.