

## **TELECONFERENCES**

The monthly educational teleconferences will be held by GCI “meet me call.”

People invited to the teleconference dial 1-800-315-6338 and enter SHIP and the #sign. They will be automatically connected to the others dialing in. Senior Information Office staff will conduct oll call a minute after the appointed time for the call to begin.

If someone has trouble dialing in or has a poor connection the GCI Operator can assist. For assistance with a problem call 1-800-770-2121.

### **TIPS FOR A SUCCESSFUL TELECONFERENCE**

In order to make the call go as smoothly as possible, please keep these helpful tips in mind.

After you are connected as a participant, please be patient with us while the remaining participants join the call. If you are accidentally disconnected, simply call back and repeat the process.

During the Teleconference:

1. NEVER PUT YOUR LINE ON HOLD!! You can either crash the bridge line, or inflict "hold Muzak" on the other participants.
2. If possible, use a speaker phone with the mute function activated. This prevents the disruption of background noise. If you have others with you, muting your phone also allows for discussion within your office without disturbing the rest of the call.
3. During the discussion portion of the calls, remember that we have limited time and everyone's questions, experiences and perspectives are valuable. Therefore: Please keep your remarks concise and to the point.
4. Whenever you speak, state your name such as “this is Joe in Kotzebue and I think....”
5. If you have colleagues to participate with you on the call, if possible, have them in the same room with you. Seat people as close to the phone as possible so that their comments are easier for others to hear during the discussion.