

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?**

(For example, do you need transcription or translation service online?)

_____ **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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