

## 1Source's Top 10 Conferencing Tips

Be sure to check this list before your call begins!

1. **Know the conference date/time** – Seems simple enough, right? You may be surprised to learn this is one of the most common questions that come up. When is the conference call? 1Source offers Outlook plugins and mobile apps to make scheduling easy.
2. **Dial into the conference a few minutes early** – This is the best way to ensure you are prepared for your call.
3. **Mute your phone when not speaking** - How many times have you heard a dog barking in the background or off-subject conversations? Muting your line ensures you are not disrupting the conversation.
4. **State your name before speaking** – Have you ever been on a call where no one knows exactly who is on the line? This can become awkward and unproductive. Make your presence known by stating your name!
5. **Define a clear leader** – Having a leader ensures the call will stay on course. Nothing is worse than suddenly realizing the call has taken an unexpected and unproductive turn.
6. **Don't be a call hog** – Let others have a say in the conversation. When one person dominates the call, other valuable feedback may go left unsaid.
7. **End the meeting on time** – Let's face it, everyone is busy! The last thing you want is to remain on a call when all topics have been discussed. Ending the call on schedule allows everyone to get back to their daily tasks sooner.
8. **Pay attention** – Can you please repeat that? This phrase is said far too often. Pay attention and you won't be caught off guard. This will also contribute to a quicker, more productive meeting.
9. **Create an agenda** – No one likes unorganized meetings. However short the agenda may be, it will help keep everyone on point.
10. **Make yourself available** – You were included on the conference call for a reason. The average conference call lasts only 20 minutes. That's less than your favorite TV show and your participation is invaluable to your team.

