



BEST PRACTICES FOR CONFERENCE CALLS

YOUR GUIDE TO PRODUCTIVE CONFERENCING!



During a conference call, press *6 to mute your phone when you are not talking. This helps avoid interference and noise, and enhances call quality!

Keep track of the conference date and time, and have the Access number and PIN number ready.

*set up
reminder*



Avoid being late. Be prepared for the call and dial in early.



CELL PHONE RECEPTION

When using a cell phone, ensure the area has a good reception.

Keep an agenda ready on topics to be discussed, and stay focused.



REDUCE EXTERNAL INTERFERENCE



Stay clear of TV, radio, landlines, two people in the same room, speaker phone, other mobile phones, etc. and also ensure that the speaker volume is not set too high.

Ensure you pay close attention to the discussion and contribute when required.



PAY ATTENTION

For more information, please contact your DSNL account manager or call **+91.44.6677.6600** or visit **www.dsnl.in**

DSNL is India's leading Independent Integrated Conferencing provider offering a wide range of generic and industry-specific conferencing solutions to over 2000 corporate customers worldwide.