

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!
Successful conferences start at Eagle Conferencing.
www.eagleconferencing.in