

How To Do an “EASY PEASY” Conference Call Meeting

There are lots of ways to meet virtually: conference calls, audio, video calls, etc. The choice is yours. One consideration is video uses more network resources than audio only. If you are having connectivity issues with video, you may want to change to audio only. With employees and students working from home during “shelter at home”, the network is being strained during these busy hours.

Our step-by-step below is based on a simple voice only conference call option: freeconferencecall.com. It is accessible, with choice to dial in with cell phone, laptop, tablet or landline. The max # of attendees is 1000 at this time. Some of the information below will apply to other options as well.

Set up account

- One person in the group sets up an account. Access information is provided and is always available going forward. Access includes a call-in number, access code # and host pin #. The call is anonymous. The owner of the conference call does get an email for each call, providing the phone numbers of all who called in.
- Email or text everyone from the group phone list. Provide call start time, call-in number and the access code. You might want to include some information, such as etiquette items (see below) or group conscience decisions regarding the phone meetings.

Helpful Hints for a Successful Conference Call

- LEAD. Start the call 15 minutes before the meeting (see Call in Early section). Anyone can sign up to be a lead, just like a meeting. The lead can get the first names of who is on the call at the start. That way reading, and sharing (around the circle) can be assigned. This avoids persons talking over one another. Opening the meeting to sharing by anyone can remain available.
- CALL IN EARLY . 5-10 minutes beforehand . Too many calls at once can cause a jam. Joining late can be interrupting. This is especially important for calls that start on the hour or half hour. These are the busiest times for conference calls and can jam the network.
- MUTE YOURSELF. It’s amazing the things you can hear (footsteps, dogs barking and general noise).
- AVOID USING SPEAKER PHONE when not muted. It echos’ and leads to bad sound quality for everyone.
- DOWNLOAD THE APP, if possible. Downloading the application on your device can help connection quality.
- USE WIFI, if available. Using WIFI on your cell phone for the call can help connection quality as well.