

**A GUIDE TO HOSTING SUCCESSFUL
TELECONFERENCES**

Cristyne Ornellas

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Today, when you decide to host a conference call, whether it's with vendors, clients or even employees, no one questions why the meeting isn't.

Hazel Palache (Author of A Guide to Hosting Successful Teleconferences)

The introduction is the first phase of a successful conference call. In meeting in person the one hosting the meeting needs to be accurate with the agenda of the .

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As you can probably gather from the information above, there are really two levels to organizing many teleconferences, especially large ones. But many of us do get assigned projects as part of our working lives. Initiators have to decide the categories of people that will be required or invited to participate in the teleconference.

When a number of people who need to communicate with one another are separated. These commands allow them to mute their lines or control their volumes. I am sold on Free Conference Calling for its use in both my coaching sessions, as well as my group teleseminars. Even in situations where the teleconference is initiated and required by a funder or oversight agency, that body might get the best results by asking participants to set the topic. Headset microphones will eliminate most background noise. You should have a rough idea of how long the call is likely to take .