



# AccuConference

audio • video • web • events

WE TAKE THE RESERVATION OUT OF CONFERENCING

## Express Connect Toll-Free Conferencing

### Host your Conferences On Demand with our Automated Conference Service

#### Executive Audio Service Features

- Free Call Recordings
- Web-Based Question and Answer Program
- Dial-Out Mode
- Lecture Mode Star Command
- Web-Based Control of Call with Real-Time Access
  - Mute/UnMute Callers
  - View Caller Detail
  - Kick Callers
  - Moderate Q&A
- Conference Playback
  - Participants may call back and listen to call days after event

We give you **immediate** communication to your participants

**No monthly fees or setup costs -  
No Worries!**

**Need 1,000 people on the call?  
No Problem!**

Our **Conference Bridge** is your home away from home when it comes to your meetings.

Perfect for Board Meetings, Staff Meetings, Product Roll-Outs, and Company Reports.

#### Personalized Conference Cards

Use unique Moderator Code for each Director/Manager or Company Division!

Need more than one?  
No Problem!



#### Accounting Made Simple

Itemize each of your conferences for easy cost accounting. View your unbilled activity any time, and download a pdf of your statements.



Contact us today and one of our professional staff will customize a conference plan for you. Discounts available for non-profit organizations.

**1.800.730.0626**  
**www.abcCall.com**

# AccuConference

**Presented by A Better Conference Call**

## **Do's and Don'ts For Participants At Your Next Conference Call**

A conference call is very much like a regular meeting in many ways, but it also differs tremendously. Here are a few do's and don'ts to help you be a better teleconference participant.

### **Do's for participants:**

- Arrive early online and/or on the phone
- Clearly state your name when you log in or arrive
- Mute your phone to prevent background noise from disturbing others
- Stay focused, don't drift off mentally by doing your email while attending a teleconference you may miss something important
- Participate and ask questions when appropriate

### **Don'ts for participants:**

- Don't put your phone on hold if you step away; everyone may hear your hold music
- Don't eat while you are listening in, the smacking and chewing is considered rude behavior
- Don't talk to others while you are on a teleconference - unless you are sure your phone is muted
- Don't multi-task while you are on the call turn off your cell phone and PDA
- Don't interrupt the speaker, wait until the question and answer period unless your teleconference has a more give and take format. Remember to un-mute your phone to ask your question

Visit us on-line at **[www.abcCall.com](http://www.abcCall.com)** or call us toll free at **800.730.0626**