

RCSLT 'Techipe' for a Teleconference

What's it good for?

Group discussions or meetings involving more than 2 people for up to an hour

Not good for:

Training

Meetings longer than an hour

Ingredients:

Each participant will need:

1. Landline or mobile phone
2. Phone number to call in. Note that the call in number for a mobile will be different to the number for a land line.
3. Participant code or chairperson code



Note: If you want to use RCSLT teleconference account for Team Scotland activity please let RCSLT know. We'll send you the numbers you need. RCSLT will pay for teleconferences which know about and that involve Team Scotland related activity. If you are not sure please just ask.

Method for making a Teleconference:

Each participant should:

1. Dial call in number at agreed meeting time
2. Enter their participant (or chair) code when prompted. The participant code is same for all participants.
3. Give their name when prompted
4. Start teleconference

5. To end teleconference simply end the call

Tips for success:

Send round an agenda and related documents before the meeting.

Put call in numbers for landlines and mobiles and participant codes in a covering email and/or at top of meeting agenda.

The Chairperson should:

- ensure everyone introduces themselves at the beginning.
- manage turn taking - one person at a time- through out meeting.
- listen out for people trying to "come in" from remote site particularly if group of participants are all in one room together. It can be easy to forget others are out there
- regularly check everyone has said what they want on each agenda item.

Troubleshooting tips:

If a participant gets cut off for some reason during a teleconference they should simply dial back in. The rest of the people in the teleconference will hear an automatic message telling them when someone has left and is rejoining the meeting.

Teleconferencing from a mobile from a moving car or train can be tricky and is best avoided. Remember: The better the signal, the better the call.

What's so tasty about teleconferencing?

It enables you to have meetings without having to travel.

For any advice or queries on using Teleconferencing please contact your office manager.

Feedback and suggestions:

Please tell your Team Scotland colleagues if you have used teleconference and what you thought of it here and / or via Basecamp.

Please note that none of the apps or technologies discussed are endorsed by the RCSLT. While we have endeavoured to suggest free technologies, some may incur download charges, have a limited free subscription period, or have in-product purchase options available. Downloaded apps will be at the user's own discretion and responsibility, and the RCSLT cannot be held liable for any charges incurred, through the download or use of any of the discussed apps.