

# 800 Conference Calling

## How to Use Toll-Free Conferencing to Keep Colleagues in the Loop

When associates are out of commission or out of the area for an extended time period, work must go on without them. When things return to normal, however, it's not unusual for them to be overwhelmed by everything. New clients come on board, internal policies change, challenges arise, and projects get done — often without their input or knowledge.

Though their own work is essential, they may feel out of the loop and forgotten, maybe even unneeded. One way to avoid this problem is by holding a few conference calls for check-ins during any upheavals resulting in their absence.

### One requirement: a telephone of any type

Many times, a simple audio conference call is all that's necessary. At the time of the call, all of the attendees simply dial-in to the included conference call toll-free access number. Everyone can speak and listen.

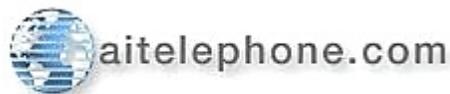
### Check-in Plan

Once you've set up a toll-free conferencing account, it's time to create a check-in plan. How often should your remote employee check-in? Who else should be on the line? How long should each call take? What time is convenient for everyone involved?

Ask the chairperson who else she/he would like to be present on the conference calls. It could be just one or two people, or it could be the entire team. Before the call, sketch out the types of topics likely to come up. In other words, what does the call leader want to be kept informed about while he's unavailable? Likewise, include an agenda item to update you about any accomplishments and challenges during the time away.

Our 800 conferencing plan works in the US and Canada with toll-free and local dial-in numbers in both countries. Rates are low and the audio quality crisp and clear. There's no reason to wait for updates when you can gather on a conference call 24/7/365.

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