



University  
of Idaho

# Best Practices: Conference Calls

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## Prior to the start of the meeting/event:

**Audio** - If using additional microphones, make sure they are placed where they will pick up all participants. If someone is sharing away from the mic, ask them to move closer to it.

Do not move papers, pens or use keyboards around the mic. It doesn't sound like anything on your end but is amplified at the other sites.

If you have many participants together in a teleconference, there could potentially be a lot of background noise coming through their microphones, which can be very distracting for everyone. To avoid this, ask all participants to mute when they are not talking.

**Meeting materials** - be prepared with presentation materials; send materials to all participants the day prior (if possible) to the meeting.

## Starting the meeting/event:

**Greet and introduce all participants** - just like any meeting, there will be a few participants who arrive on time and a few who arrive 1-2 minutes late. It's advisable to wait until everyone has joined so you can greet each participant as they join the meeting. This also gives you the chance to introduce participants to each other who have not previously met. Ask your participants to identify themselves before speaking and asking a question. This is especially important when the meeting includes participants who have not previously met.

## Additional Tips -

- Be courteous to other participants
- Speak clearly
- Don't interrupt other speakers
- Don't carry on side conversations
- Don't wear "noisy" jewelry
- Don't cover the microphone – use the mute feature
- Know your audience
- Put your phone away
- Don't eat during the meeting

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