

14th National Nurse Education Conference

ANTS Annual General Meeting

Friday 13 April 2012

Teleconference Instructions

Account Name: International Conferences & Events (ICE)

Phone: 1800 173 224

Guest PIN: 754112

- Members dial into the service (above and will be welcomed by a recorded voice announcement and will be prompted to enter the **Guest PIN** (above)
- Enter the **Guest PIN** followed by the # key
- Members will be advised that the **Guest PIN** has been confirmed
- Members will be joined into teleconference. They will hear music until the Host (**Lisa Gatzonis**) calls in
- **Please Note: It is the Host PIN that activates the teleconference. Guests will hear music until the Host dials in.**

Teleconference Features

*0	Operator Assistance	Available if Operator assistance is required during teleconference. Anyone in conference can do this and an operator will access the call.
4#	Self-Mute	A participant can mute themselves during the teleconference.
5#	De-Activate Self Mute	A participant can un-mute themselves during the teleconference.
6#	Security	To lock the conference. No other parties can access the teleconference if this is activated.
7#	Unlock Security	To unlock the teleconference.

Tips for a Successful Teleconference

During your teleconference

- If you require assistance during the teleconference **press *0** to alert an operator
- If you wish to mute your telephone during the conference, **press 4#** on your touch tone phone
- To cancel the mute function on your telephone during the teleconference, **press 5#** on your touch tone phone

Conducting a successful teleconference

- Make sure that all background noise is kept to a minimum. E.g. turn off printer, fans, close doors etc.
- Place your phone on mute unless talking.
- Make sure that your speakerphone is not near any electrical equipment.
- Turn off mobile phones.
- Make sure you are near the speakerphone when talking.
- When you do speak introduce yourself first so the teleconference participants know who you are.
- Do not breathe heavily into the mouthpiece if not using speaker.
- Speak clearly.
- Wait until the person speaking has finished before responding.
- Turn off call waiting if on your phone.