



Audio Conference Instructions and Tips

It is easy to take part in a meeting by audio-conference, with a few special skills and preparation! Please follow these simple guidelines, which will improve the success of your audio-conference.

Prior to the audio-conference:

- Get some practice using the Speaker phone/POLYCOM before the meeting
- Make sure the equipment is working and that you know how to operate it.
- In preparation for the meeting you will need:
 - a quiet room
 - a copy of the agenda (you may want to make a copy of this for your students)
 - pen and paper for notes
 - your speaker phone or POLYCOM plugged in!
 - your class comfortably seated
 - to check if anyone needs to go to the toilet before dialing
- Make sure your students know what an audio-conference is and what is expected of them.
- When setting up the room try to arrange all students about the same distance from the speaker phone or as close to it as practical.

Conference Call Dialing Instructions:

- You will need to call 1-800-315-6338 about 5 minutes prior to the starting time.
- Enter the code for your teleconference: 272842# (spells ARCTIC on the dial pad).
- When a new person joins the call everyone on line will hear a beep. Speak at your normal pitch and volume

During your audio-conference

- Whenever you are not talking on the audio-conference use the mute button. This prevents background noise (people coughing, scraping chairs, whispering) from being broadcast.
- Speak at your normal pitch and volume
- Direct your voice towards the microphone
- Always identify yourself when speaking. "*This is Joey Smith of Fairbanks School speaking.*" Remember that people at other sites cannot see who you are, your facial expressions or your surroundings.
- If you are addressing a question or comment to a particular person, at another site, make sure you identify them by name.

The most common problems with audio-conferences are:

- not using the mute button
- speakers mumbling



At the heart of the Arctic Alive virtual field trip experience is the audio-conference: talking and listening to experts in remote and far away places. We recommend the use of a POLYCOM for audio-conferencing purposes. A POLYCOM sound station brings out the very the best in an audio-conference. Listening and speaking becomes relaxing and fun. For more information about the POLYCOM, go to http://www.polycom.com/products/phone_family.html

