

## TIPS FOR CONDUCTING THE TELEPHONE CONFERENCE

The HUD teletype system should be used to provide agendas and notices to participants in advance of conferences. This permits participants to prepare for the subjects to be discussed for maximum benefits. Visual materials should be mailed in proper sequence with instructions.

1. At the beginning of the conference, particularly if the conferees are not well-known to each other, introduce each person with appropriate remarks about background and responsibility.

2. Arrange a predetermined order of speaking and keep to it. Should a query require a reply or clarification from other than the next speaker, the originator may "recognize" someone else, but the meeting should return quickly to the established sequence.

3. Have each speaker identify himself/herself -- giving his/her name and, if needed, his/her location and position before speaking -- each time not just for his/her opening remarks. Knowing the source helps the others to understand what is being said.

4. To avoid cross discussion, all speakers should address the originator. In this way, the conference is prevented from bogging down while two people "hog the floor."

5. When visual aids such as slides have been presupplied to all locations, the speaker should call attention to the material relating to his/her remarks. He/She should tailor his/her talk to the charts, diagrams, photos, and other supplied material for greater comprehension. As an alternative, the originator may point out the correct visuals to use at each location when he/she introduces each speaker.

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