

Teleconference and Webinars Best Practices

ACNM makes its webinar platform, GoToMeeting, available free of charge to all affiliates. However, not all meetings require both audio and web based screen sharing in order to accomplish the goals. It is up to the meeting's leader to determine if the material lends itself to a visual as well as an audio presentation.

In many cases, a teleconference is the simplest way of communication and can be procured free of charge from providers like freeconferencecall.com or rondee.com.

Prior to the meeting

- Schedule & invite attendees to your meeting well in advance to maximize attendance (no less than two weeks)
- If scheduling a webinar through ACNM (GoToMeeting) please submit the following information to webmanager@acnm.org:
 - Proposed title of the meeting
 - Date
 - Time
 - Name of panelist(s)

We will schedule the meeting for you and let you know of any conflicts if any.

- Prepare & distribute an agenda
- If using a laptop, make sure you have a good internet connection, a microphone and headset.
- If using a laptop for combined live and online attendees make sure the previous requirements are met but an external microphone and speaker are also strongly recommended.
- If using a phone, avoid cordless phones due to static. Use the phone handset or a headset instead of speakerphones to avoid background noise, tunnel effect and sentence clipping.
- Consider having another organizer help manage and monitor questions and answers.

During the meeting

- Arrive a few minutes early to greet the attendees as they arrive, and **start the on time**. It also helps to have a welcome presentation running during this time. Your presence in these opening minutes can help establish the tone and direction of the meeting.
- Provide an agenda, including estimated duration, and stick to it.
- Inform attendees what the purpose/goal of the meeting is, what to expect and when and how to ask questions and participate in the meeting.

After the meeting

- Remind everyone of other events that might need their attention
- End the meeting on time

Remember: Distribute an agenda, start on time, explain the rules for the meeting, and stick to your timeline.

ACNM schedules webinars using Gotomeeting.

Alternatives to Gotomeeting: <http://www.anymeeting.com> and <http://www.freeconferencecall.com>.