



BEST PRACTICES FOR WEBINARS AND CONFERENCE CALLS

- Introduce yourself and state your name when talking
- Mind the mute button, but never put the call on hold
- Be mindful of background noises
- Be engaged and participate
- It is best to use a phone and mute computer audio to eliminate feedback and/or an echo
- For those attending with others, use only one audio source
- Contact support if you are experiencing issues that cannot be fixed by exiting and re-entering the call
 - GoToMeeting: <https://support.goto.com/meeting>
 - POPP Telecom: <https://popp.com/support/>

THANK YOU FOR YOUR PARTICIPATION!