



Rules of Conference Call Etiquette - General Public

- 1. Join the call at least 10 minutes in advance to ensure the technology is working properly.**
 - **Phone number: 651-419-9018**
 - **Password: 16319**
- 2. The Leader will do a roll call for in-person attendees and then for remote attendees.** State your full name when the Leader asks what remote attendees are on the phone.
- 3. The Leader will announce when it is time for Public Open Forum. Hold comments or questions until this time.**
- 4. Mute your line when you are not speaking.** Everyone participating in the teleconference can hear every noise that you make, including eating, shuffling papers, etc.
- 5. Have a good internet or cellular connection.** If possible, dial in from a landline since cell phones can be problematic depending on your connection.
- 6. Don't use other phones or gadgets during the teleconference.** This can create a poor connection or static feedback and is very annoying for callers!
- 7. Silence your phone.**
- 8. Never put the call on hold.** (Also - if you are using your cell phone for the teleconference, do not navigate to other apps such as texts, email, Facebook, Instagram, etc.).
- 9. Wait... to speak until a second after the person speaking is completely through talking to avoid interrupting or talking over one another.**