



Managing Mobile Phones in a Teleconference

Teleconferences are the perfect way to collaborate and communicate. People from a variety of locations can work together as if they were in the same room. Project teams can cooperate, sales teams can regularly communicate, HR staff can converse with field workers, journalists and PR professionals can conduct interviews and companies can run investor relations meetings.

Whatever the reason for the conference call, many participants choose to connect via mobile phone due to their remote location or the necessity to be on the road. Discussing sales campaigns, budgets and projects just got easier.

Or did it?

Whilst mobiles are convenient, they can cause some issues during conference calls. Background noise, bad connections and interruptions are more common than with landlines.

Regardless of whether you are the host or a guest, here are a few things to consider before reaching for the mobile:

1. Charge your battery well in advance of the conference
2. Check the signal on your phone; if it is not strong, move to another place to find the best signal possible
3. Bar incoming calls or put your mobile on silent before going into conference
4. Use a headset rather than speakerphone to help eliminate background noise
5. Consider who is paying for the conference and your mobile charges, particularly if it is an international conference call (they can be very expensive!)

It's important to adopt appropriate conference etiquette to ensure clear communication and collaboration. If ignored, the use of mobile phones on conference calls can lead to a lot of distortion and disturbance for all participants, making the conference call unsuccessful.

So before you dial via mobile, do a quick check of these things.