**Tips for Facilitating Effective Conference Calls**

* Have a facilitator
* Take roll so everyone knows who is on the call
* Be clear on the purpose for the meeting (information sharing, decision making, planning, problem solving, team building, feedback/evaluation, training, celebrating)
* Announce people joining and leaving
* Send an agenda out in advance with handouts
* Start and end on time
* Assign a time keeper
* Take breaks every one and a half hours if the call is longer than two hours
* Follow-up with brief minutes of key decisions made, follow-up items, and so on

Recommended**:** Consider using a structured thinking system for longer meetings. The recommended system will save time, encourage participation and improve outcomes.

\*\*\* See: Six Thinking Hats by Edward de Bono

**From:** Interaction Styles and Working Remotely**:** *Strategies for Leading and Working in Virtual Teams***.** Susan K. Gerke & Linda V. Berens