

## **Telephone Conferencing ...**

**Telephone conferencing is often the easiest and most reliable way to allow many people to speak together at the same time as almost everyone has access to a telephone.**

A number of solutions can be provided to ensure that all people can speak and be heard, whether they are on the phone or in the room. This is based on the number of people and the layout of the room and might involve using microphones for everyone if necessary.

We are able to link over many callers together from anywhere in the world into a single 'Conference Call'. Local numbers can be provided in over 40 countries. Call charges can be paid by the callers or passed to the 'booker'.

It is possible to manage the call online, see who has connected and mute/unmute individual callers. It is also possible to record these calls.

## Telephone Questionnaire

**Present Communications Ltd take pride in getting it right first time, every time. The questions below are used to identify basic requirements for your telephone conference and give us a better understanding of your expectations and allow us to better plan and quote on your project. We cannot plan your telephone conference without this information.**

How many sites/callers are involved in this event in total?

What is the date of your event?

Where is your meeting taking place (venue and room) locally?

Where will the far ends be located (which country / continent)?

How many people are at the near end?

What is the room layout in the near end?

What time does your meeting start and finish?

**IF YOU HAVE ANY QUERIES, PLEASE CONTACT PRESENT COMMUNICATIONS.**

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