

What is a Teleseminar?

A teleseminar is a live audio event which can be accessed in real time via your telephone. Listeners benefit from being able to access events from the comfort of their own home without the time and effort of travelling to a live seminar.

When you are invited to a teleseminar, you will be given a telephone number and a pin code. Choose the cheapest method of calling that number. For example, if you are calling a number abroad, there are cheap phone plan options from your landline. Alternatively, you can obtain a pre-paid phone card from your local newsagent.

The number you are given accesses what is called a Bridge Line. A bridge line is the technology used to create a giant conference call, allowing a very large number of listeners to dial in.

Instructions to Join a Teleseminar

- Approximately 5 mins before the scheduled time of the call, dial the number you are given, ensuring the dial the appropriate digits in place of '+' before the number. These digits will depend on what country you are calling from.
- When you get through, an automated voice will prompt you for your personal PIN number. Without it you will not be able to get on the call. **YOU MUST ENTER THE # SIGN AFTER YOUR PIN NUMBER**
- After you have entered the PIN number and the # sign, you will hear either 'music on hold' or other people conversing and saying hello. If you hear music, the call is yet to begin – wait on the line. If you hear people conversing, the call has begun with others callers introducing themselves before the main teleseminar event begins. You can introduce yourself too. If you call after the scheduled time of the call, you will only hear the moderator and invited speakers conversing. Just listen to the call.
- The moderator may from time to time open up the lines for all listeners to indicate their presence. The purpose of this to create energy on the call and remind you that you are part of a big event. Alternatively, the moderator may open up the line generally for people to ask questions. However, on teleseminars with large audiences, questions are usually invited in prior to the event or via email during the event. This avoids the difficulty of clearly hearing questions as numerous people may try to ask at once.

To get the most from teleseminars - some general tips

- Remember to add '#' after your PIN code is requested. If you do not, you may not get through or receive an automated voice inviting you to do so.
- Turn off your 'call waiting' if you have it.
- Turn on your mute function by pressing *6 once the call has begun. Although the moderator will normally mute all listeners, this ensures that you are assured at your end that any noise or comments you make, will not be heard.
- Wear a headset as this will significantly reduce fatigue and avoid you holding the receiver to your head for an hour.

- Plan ahead – most calls last from between 45 mins and 90 mins. However, moderators use these calls as training events and some calls constitute paid programmes and last for several hours. Therefore, have some water and snacks at your work area if you need them. Tell your friends not to call you. turn off your ringers on your other phones and fax machine. Ask others to keep noise to a minimum and to not disturb you. have extra writing mpapers and pens handy.
- Although calls are usually recorded and available for download and replay later, write down ideas as you go. This will focus you and encourage you to apply the learning to your particular circumstances.
- Enjoy the call and opportunity for learning using this creative technological medium. Invite your friends and colleagues and forward details of teleseminar replays when you are sent them after the call.