Checklist for a Successful Committee Program  Conference Call

* Before Planning *

√ Give ABA Staff the name and telephone number of a technical person at your site who can resolve any microphone problems.

√ If program materials are going to be provided and available on the website, it must be sent to the Staff at least two days prior to the program along with completing the SAL form. Remember to use the ABA Presentation Slide template located on the Portal for any PowerPoint presentations.

√ Firm logos are not to be displayed on Section program materials except on the first page of a presentation along with the identification of the author.

√ Copyrighted material should not be copied and distributed for Section business or on Section discussion lists or in other Section communications without permission of the copyright holder. This does not preclude reference to such material or fair use quoting of particular passages that are the subject of comment.

√ Additional information on Section communications policies is on the Leadership Portal of the Section website.

√ The Model Reprint Permission Request Form for copyrighted material along with Instructions can also be found on the Leadership Portal in the Programs Handbook.

*Day of Program *

√ Please start your program on time. It’s not fair for the attendees to have to wait. Dial into the Moderator/Speaker line ONLY (20 minutes) before the program begins. At that time the operator can perform a sound check and go over any instructions and answer any questions you might have.

√ Each moderator/speaker should have his or her own handset or headset in the event there is only one speaker, a speaker phone can be used. Should a speaker phone be used, eliminate any noises such as rustling papers or moving of the speaker phone. Limit/eliminate side conversations.

√ Enunciate clearly. Don’t speak in a monotone. Phone equipment is not always high quality and has limited frequency range.

√ When the program is ready to begin, the operator will announce the title of the program and the moderator/or speaker names, unless the moderator has instructed the operator otherwise.

√ Moderator: Announce to your listeners to mute their speaker phones to enhance their listening quality. Attendees are in a listen-only mode until the question and answer session begins.

√ The moderator should briefly announce the Section’s upcoming programs and give our website address for more details (http://www.americanbar.org/groups/antitrust_law.html)

REMEMBER: THE MODERATOR MAY REQUEST OPERATOR ASSISTANCE AT ANY TIME DURING CONFERENCE CALL BY SIMPLY PRESSING *0.

If you have any other questions before the program, please Diane Odom at 312/988-5702 or diane.odom@americanbar.org.