

Telebridge Sessions: Membership Committee (MC)  
Visitors Host (VH)  
Educational Coordinator (EC)  
Mentoring Coordinator (Mentor)  
BNI Connect Global (VP, S/T)

Friday April 1<sup>st</sup> – 8am – EC

Friday April 1<sup>st</sup> – 10am – VH

Friday April 1<sup>st</sup> – 12 Noon – MC

Monday April 4<sup>th</sup> – 10am – VH

Monday April 4<sup>th</sup> – 12 Noon – MC

Monday April 4<sup>th</sup> – 2pm - EC

Wednesday April 6<sup>th</sup> – 8am - MC

Wednesday April 6<sup>th</sup> – 10am - EC

Wednesday April 6<sup>th</sup> – 12noon – VH

Monday April 11<sup>th</sup> - 8am – Mentoring

BNI Connect Global Telebridge for LT Members **ONLY!** **NOTE: LT Members would be better served to be at their computer and be able to log-in to see what we're describing AND, if you have questions that we can easily ask, this would be the opportunity.**

V.P. – Monday April 4<sup>th</sup> @ 9am or  
Wednesday April 6<sup>th</sup> @ 2pm

Sec./Treas. – Monday April 4<sup>th</sup> @ 11am or  
Wednesday April 6<sup>th</sup> @ 11am

**REMEMBER:** Those attending these sessions **MUST** have the appropriate handbook **PRIOR** to calling in.

**Telebridge Number & Info: 218-844-0840 x 701126#**

Note:

The bridge you are using operates somewhat differently from the standard bridges. Please read these instructions so that you can prepare your guests to understand and cooperate with PIN numbers and muting features.

**I. PREPARATION**

The basic instruction is: Dial your assigned conference number and follow the voice prompts. After the prompt, enter the conference code, followed by the pound sign (#) key.

**Please be certain to give both the conference number and conference code out to your guests, as they must have both to enter the conference call. While both hosts and guests have the same conference call number, hosts have a DIFFERENT conference pin than guests. This allows conference HOSTS to control the caller muting feature.**

## **II. DURING THE CALL**

**Each caller enters the conference call in fully interactive mode where everyone can speak and be heard. As a courtesy, all callers will hear one tone each time someone enters your call and two tones each time someone exits your call.**

**Everything that HOSTS say will be heard by the conference. To control background noise, HOSTS may mute all GUESTS by pushing five (\*5). Muting the guests is sometimes called "entering lecture mode". To leave lecture mode, a host will push 5 again.**

**HOSTS may toggle the call between regular and Lecture Mode as often as needed.**

**GUESTS of the conference call may self-mute by pushing six (6). This feature should only be used by the guests who do not have a mute feature on their own phone because 6, when pressed, will be heard by everyone in the conference.**

**Both 5 and 6 toggle muting features (turn off and back on again).**

**To increase volume, the moderator may press 4.**