



Pursuing Your Passion

Purposeful Careers

TELE-SEMINAR TIPS

To ensure all callers are able to participate and hear others on the call clearly, we request that you read, familiarise yourself with, and follow the tips outlined below:

1. It is a good idea to call in a few minutes ahead of time as we will start the call promptly.
2. Please use (6) to mute your line, and (6) to un-mute. Some phones require (*6) instead
3. Please remain on mute except when asking questions!
4. If your telephone system plays music when on hold, do not place the call on hold if you have to take another call. Rather, please hang up and dial in again when you are able to join us, as other callers will be able to hear your music!
5. If you are using a calling card, be sure to have enough minutes as the 'time is about to expire' warning can be heard by others
6. Please avoid calling from mobile phones, cordless phones, wireless headsets, and VoIP lines as these contribute to poor sound quality for all callers on the line
7. In presentation mode you will only hear the tele-seminar leader and speakers.
8. In Q&A mode please unmute yourself by pressing (6 or *6), ask your question and remute yourself with the same key to preserve the line quality
9. Our tele-seminars are live. They are recorded, but to get the most out of the call, please take the time to call in and feel free to join in with your questions and activities as invited by the Tele-seminar leader.
10. The record of each tele-seminar will be available after the call and downloadable from the Career Hub. Please don't abuse us by making personal recordings. We do not permit any replaying or repurposing of materials from Purposeful Careers regardless of media type. All interviews, notes and materials, whether written or audio remain the copyright of Advanced Employment Concepts with all rights reserved. Please see our copyright and legal statements on the website.
11. Requests for extracts of our work or from this website should in the first instance be addressed to Annemarie Cross at: annemarie@purposefulcareers.com

- Need help converting time zones? Go to: <http://www.timezoneconverter.com>

- Need help with country calling codes? Go to:
<http://www.countrycallingcodes.com>

I'm looking forward to speaking with you on our upcoming tele-seminars.



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