

TELSTRA CONFERENCING



Phone: 1800 011 080 (Option 1)
From Overseas: +61 3 9693 4710
Fax: 1800 636 776
Email: conferencing@team.telstra.com

Participant Call-In Reference Guide "1300 Wst Mr Sanjay Loyalka" Question Queuing Conference

DATE: 17/07/07
START TIME: 1300 Wst
RESERVATION NUMBER: 6711260

When calling in please advise the operator if you are a presenter

DIAL IN NUMBERS:	
Australia	1800 064350
United States of America *	1866 830 1117
United Kingdom #	0800 0324417
New Zealand	0800 441 278
Singapore	800 6161 919
Japan	0034 800 400541
Hong Kong	Not Required
International Metered	+61 3 86604947

REMEMBER: To participate in a Telstra Conferencing Question Queuing Conference, you will need a touchtone phone.

- Approximately **10 minutes** before the scheduled time, please dial your Call-in number.
- A conference administrator who will note your name and telephone number will greet you. You may be asked to test your telephone to ensure that you will be able to register questions. You will then be placed on hold music until the conference is due to commence.
- At the start of the conference your line will be taken off hold music and you will be placed in Listen Only (mute) mode.
- If at any time during the conference you wish to ask a question or make a comment, press **(*1)** to register your question. If you decide to **cancel your question** at any time press **(*2)**. All parties on the conference will hear your questions and the answers. When you have finished asking your questions and received answers you will be placed back in Listen Only mode.
- If you are disconnected for any reason during the conference redial your Call-in number.
- At the end of the conference, the presenter will inform you that the conference has concluded.

Includes only – England, Scotland, Wales, Guernsey, Jersey and Northern Ireland (not Rep. of Ireland).

Ω This number is not available to all phone carriers in the USA – so if your party is unable to access the number they will need to call the International Metered number.