



## Conference Calling System Guide

A telephone conference calling system has been established for all State Committee Chairpersons to use, as necessary, to conduct the business of their respective committees. The system is provided by The Conference Group ([www.conferencegroup.com](http://www.conferencegroup.com)) and has the following features:

- Charges are only incurred for actual usage at \$0.06/minute. No setup fees or minimums. For example, 12 people in a 60 minute conference call would cost \$43.20.
- Callers call an 800# and do not incur charges on their home phone (cell phones do accrue minutes).
- Conference calls do not need to be setup in the system in advance (a.k.a. reservationless calling).
- Available for use 24 hours/day, 7 days/week.
- Each State Committee Chairperson is being provided their own leader and participant codes.
- This system is administered by State Information Technology Chairperson Lion Tom Drez (District 1-B). All invoices will be received by him, confirmed with each chairperson, and then forwarded to MD-1 for final approval and payment.

## Usage Instructions

1. Schedule the date and time of your conference call and notify all of your participants.
2. Provide your participants with the dial-in number (**800-377-8846**) and participant access code for your committee (see attached list).
3. If a participant calls in before you, he/she will hear music until you, the host/leader, join the call.
4. As host/leader, use the same dial-in number (**800-377-8846**) but enter your host/leader code (see attached list).
5. The conference call starts when the host/leader joins the call and ends when the host/leader hangs up. Participants cannot continue a call without their leader/host.
6. If, for some reason, you feel you require immediate assistance from an operator, the host/leader should press star-zero (\*0) to summon a operator.

These instructions, excluding the attached codes, can also be found on our MD-1 website at [www.illinoislionsmd1.org](http://www.illinoislionsmd1.org). Click on the link at the bottom, right of the screen.

**Please direct all questions to IT Chairperson, Lion Tom Drez at 630-257-0661 or [tom@drezn.net](mailto:tom@drezn.net).**