Information for Communications – Phone or Web meetings

There are several options for having telephone/on-line meetings:

1. Free conference line (just the connection between all parties):
   1. <https://www.freeconferencecall.com/loginaccount.asp>
   2. All callers pay their normal phone charges, and the technology to connect you all is free. If everyone on your call has an unlimited minutes plan, this works very nicely and saves money.
   3. Just sign up for an account at the web site above.
   4. We’ve been using this since 2007 whenever possible.
2. Paid conference calling (free to users)
   1. [www.conferencecaller.com](http://www.conferencecaller.com)
   2. You pay 2.8 – 3.4 cents per minute, per person, but the people call in for free (800 number). The lower cost option is to have people look for local access numbers off this list: <http://www.conferencecaller.com/localaccess_usa.asp?GUID=2CC89A745B686140828213C414B01164>
   3. Each region has an account set up, contact Amy for info ([virginiaflyball@yahoo.com](mailto:virginiaflyball@yahoo.com))
   4. RD’s are responsible to use their credit card (or arrange something with the treasurer) to ‘add minutes’ to the account to use, and HOPE reimburses you.
   5. Management of the account is through the web site.
   6. You can dial out via the web site by entering everyone phone number (only need to load the numbers once, and a contact list is created).  
      or  
      You can have folks dial in. You give out the calling number and the conference code (note –do not give out the PIN, as then anyone could use your account to make calls).
   7. Recordings are offered free of charge:   
      " You can now record and download an MP3 file of your conference, all for free!   
       \*87 to Start Recording  
       \*88 to Stop Recording  
      Recording will begin when you hear "This conference is now being recorded."  
      MP3 file is available to download for 30 days."
3. Via computer systems: Skype
   1. <http://www.skype.com/en/>
   2. This is free, but all callers need to have a computer with microphone (and camera if desired)
4. There are other options (just do a web search) –but these are a few