

What Is a Teleseminar?

Here's the gist of how a teleseminar works:



The teleseminar leader (me, in this case), makes arrangements for a 'bridge line.' This bridge line allows us to have the equivalent of a giant conference call. Some bridge lines allow for as many as 1000, 2000, or even more folks to call in (which seems crazy to me, but, if it works for them...). For my teleseminars, however, I prefer a smaller group so that people can ask questions and interact, if they want to do so.

Everyone who registers for the teleseminar will be emailed a special phone number. A couple of minutes before the start of the teleseminar, you may call in using this number. I will be there to greet you and you are welcome to announce yourself when you come on the call. Just a simple, 'Hi, this is Sue from Reno,' or 'Hello, this is Helen from Lexington,' 'Hey, this is Billy from Corpus Christi,' or 'Greetings from Las Vegas; this is Linda.' You may also just join the call and not announce yourself. That works, too.



Some teleseminar leaders allow people to keep joining the call throughout the class. Depending on the number of people participating, I may allow that or I may decide to lock the call to avoid possible interruptions as we proceed. Doing the latter also helps the recording be of higher quality, too, since some people will listen to the teleseminar later rather than being able to be on the phone live.

Some teleseminar etiquette that is important to remember:

1. Put yourself on mute either using your telephone mute button or the special key code that will mute your line. For the bridge line I'll be using, hitting *6 will mute you. By having everyone mute themselves, we won't have the background noise that disrupts the learning environment. Shuffling paper, typing your notes while you're listening, barking dogs, yelling kids, etc. will all be muted from the rest of us. This makes the environment much more conducive to learning (and saves you from possible embarrassment!)
2. Depending on how many folks we have on the call, I may mute everyone out when either I or one of my guest speakers is teaching or sharing information. I will always



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allow an opportunity for questions, too. If the number on a particular teleseminar is small, then I may leave the line open. This way, whenever you have a question or want to make a comment, all you have to do is take yourself off mute using *6 or the unmute button on your phone. It's very comfortable for you to just ask questions or make comments, in the same way you would in a F2F (face-to-face) class. I know I was very surprised when I first starting taking classes like this, that it was as easy and natural to interact as it was.



3. Pay careful attention. The temptation is to multi-task. Believe me, I know that. The research is very clear, however, that multi-tasking is not really an option on anything that involves thinking. If you are trying to do anything else besides listen to the seminar, make notes as you're listening, ask questions of me, and/or make comments, then you will divert your attention from the learning and it will dilute the experience for you.
4. Eliminate other distractions. If you are in a place where you can close your door, then it makes sense to do so. Turn off your email and other electronic distractions. Be ready to focus on what you want to learn. You're investing your time in the teleseminar, so be ready to reap the benefit.
5. If for any reason you are distracted and unable pay attention to the call for 5 or 10 minutes, then be circumspect when you come back on the call. Realize that you have missed some things and try to pick up where the class has gone, rather than asking me to go back over what I may have just talked about. Remember, you can always go back and listen to anything you missed.



What if I miss the call altogether?



1. No problem. Everyone who registers for my teleseminars will be sent a link within about 24 hours of the completion of the call. This will give you the chance to listen to it if you missed it or to re-listen to portions that you need or want to.
2. The link you will be sent via email as an MP3 link and you may either listen right on your computer or download it to an MP3 player and listen to it later. Either way works great.
3. If you have other questions, just contact us. I look forward to “meeting” you on the teleseminars.

You'll find out very quickly that teleseminars are a wonderful way to learn—and you can be in your pajamas or a sweat suit!

