



TELUS Conferencing Solutions

get everyone together quickly – anytime, anywhere

meetings made easy

Getting together can be the start of something big – a brilliant idea, an innovative strategy, or a bond with a new customer. But arranging face-to-face meetings can be tricky in today's fast-paced business world. TELUS Conferencing Solutions make it easy to get everyone together without actually getting together.

With TELUS Conferencing Solutions you gain a complete range of services and features. We have the global reach to connect your meeting participants wherever they are. There's no need to limit the number of participants in your meeting – TELUS can accommodate from 3 to 300 or more participants. You can meet live, anytime, anywhere – with no equipment except a phone.

partner with TELUS

TELUS provides superior technical solutions and unsurpassed customer service. Our teleconferencing experts will consult with you to choose the best service for your specific meeting requirements. You can reach us at any time for ongoing consultations.

You will receive step-by-step instruction charts to guide you through the simple process of setting up a conference call. For additional assistance, voice prompts offer simple instructions. And TELUS conference representatives are always standing by to help or answer questions before, during or after a call.

Discover the TELUS conferencing difference:

Maximum availability. Teleconferencing is available 24 hours a day, seven days a week, 365 days a year.

Easy access. We have toll-free numbers for reservations, customer service and operator assistance. Our conference bridges in multiple locations increase accessibility and may reduce long distance charges.

Highest reliability. You can rely on our services to be there when you need them. TELUS uses only best-of-breed technology and operates one of the most secure networks in the world.

conferencing options

One size doesn't fit all when it comes to conference calls. TELUS offers a variety of ways to hold your next meeting.

Conference on demand – This reservationless conferencing service offers instant, convenient conferencing anytime, anywhere. Hold a meeting at a moment's notice without having to reserve ports in advance. It's like having your own conference room available to you at any time. This service is ideal for mobile groups who need to hold calls at a moment's notice.

Automated conferencing (also called 'meet me' conferencing) – This reserved conferencing service offers dial-in access for both one-time and regularly scheduled meetings from anywhere in the world.

Professional conferencing – Presents a professional image of your organization through the support of a team of TELUS conferencing representatives. They will assist in all facets of your call including adding and greeting participants, and conducting roll calls.

Special event conferencing – This option is facilitated by a TELUS conference coordinator and is designed for large presentations or events with more than 50 connections. Applications include investor relations calls, company-wide announcements, training seminars or news releases.

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conference features

Sub-conference – Enables a number of participants to be placed into a side-conference call for private discussion.

Muting – This prevents background noises from being heard.

Recording – Enables you to record your conference call to CD or audio cassette.

Playback on demand – Gives participants who missed the meeting the opportunity to listen to the conference call at any time and from anywhere. The call is digitally recorded and then accessed by dialing a toll-free number.

Pre-conference consultation – Talk with one of our experienced TELUS conference representatives to discuss specific conference requirements. Your representative will make recommendations to ensure the success of your meeting.

Lecture feature – Allows muting of all lines except the meeting chairperson's. This is ideal for presenting an uninterrupted message.

24x7 customer service – TELUS customer service representatives are available 24 hours a day, seven days a week by pressing * 0 during your call.

Conference monitoring – Your TELUS conference representative can monitor the conference call and assist when required.

Question and answer – Helps manage a meeting of any size. Use this feature to present an uninterrupted message and to respond to questions in an orderly manner. Q and A conference calls are especially useful when releasing corporate news to the media, during 'town hall' employee meetings, and for investor relations calls.

Music on hold – All participants hear music until the chairperson joins the call.

Voting/polling – Allows conference participants to provide input into polls, focus groups, research surveys or any query that requires tabulated results. Participants vote using their touchtone phone keypad. TELUS teleconferencing polling provides immediate results.

Communication line – Speak with a teleconference representative outside of the main conference. This allows you to know what is happening behind the scenes, orchestrate guest speakers or give timing cues. A communication line makes it easier to manage large professional calls.

E-reservations – Use the TELUS Web site to book your calls online. Our Web Console allows you to host the call completely, with full viewing and control of your meetings.

security features

TELUS offers a number of features that add extra security to your meeting.

Participant enter and exit notification – Choose how participants enter the call: unannounced, with a generic announcement, or with a recorded name announcement.

Lock-out feature – Prevents anyone from entering your meeting. The lock-out feature can be turned on or off during any conference call.

Automated roll call – Provides a roll call and total count of participants. You can request an individual playback of all recorded participants names or a total count of all participants.

Wait for moderator – Allows the chairperson to control the start of their meeting. Participants who dial in before the chairperson are placed on hold. Once the chairperson dials in, the call begins.

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To register for TELUS conference on demand, or to find out more, call 1-877-944-MEET
telus.com/conferencing