

Conference Call Scheduling Procedure

The AST COP support staff will provide conference call coordination for the COP Executive Committees (ECs) and assist as needed with work group calls.

ECs are strongly encouraged to set up standing calls as the most efficient process and to ensure predictability of regular attendance on these important calls.

The following are the steps for scheduling a call:

- Contact Committee Chair to obtain range of dates for a possible call. Based on the Chair's availability create a poll to be sent to the rest of the Committee.
- Set up Doodle calendar
 - Log into www.doodle.com
 - Click on "Schedule an event"
 - Fill in Title with the call name (i.e. "PCOP EC Conference Call")
 - Change name and email address to your own, then click "Next"
 - Choose dates, then click "Next"
 - Fill in all times (typically 9:00 am EST – 4:00 pm EST), then click "Next"
 - If times are the same for all dates, click on "Copy and paste first row"
 - Under "Basic Poll," click "Next"
 - Click "Finish"
 - The admin and participation links will be emailed to you. Do not send the "admin link" to committee members. The "participation link" can also be found by clicking on the "Administration" tab.
 - To access calendars previously made, click on "My Doodle" at the top of the page, then click on the calendar you would like to view
- Send email with Doodle link to Committee (cc assistants when listed) through your Gmail account.
 - Send reminders as needed
- Look at Doodle calendar results to see when the majority of committee members are available and send email to chair to giving the best date/time
 - Have the Chair confirm he/she would like to schedule the call for that time
 - Attach calendar results to email, so Chair can refer to it as needed
 - Once in calendar, click on "Administration" tab; click on "Export Poll to PDF"; open with Adobe, save a copy to desktop
- Once Chair confirms date/time, send an email to the entire Committee (cc assistants when listed)

- List call date/time with call-in information

NOTE - Below are templates that can be used for communicating with the Chair.

Email to Chair With Doodle Link

Dear **CHAIR NAME**,

Please provide your availability at your earliest convenience so that we may schedule a conference call with the **COMMITTEE NAME** to provide an update regarding **PURPOSE OF CALL**. Please use the following link to submit your availability:

DOODLE LINK

If there are any items that you would like to be added to the agenda, please note them in the "Comment" section located at the bottom of the Doodle Calendar webpage.

Thank you in advance for your attention to this email and please do not hesitate to contact me if you have any questions.

Sincerely,

Email to Committee with Doodle Link

Dear **COMMITTEE NAME**,

A request has been made to schedule a conference call with the **COMMITTEE NAME** to **PURPOSE OF CALL**. Please submit your availability by accessing the doodle calendar using the following link:

DOODLE LINK

If there are any items that you would like to be added to the agenda, please note them in the "Comment" section located at the bottom of the Doodle Calendar webpage.

If you have any questions, please feel free to let me know. Thank you and have a great day!

Sincerely,

Email to Chair to Confirm Date/Time

Dear **CHAIR NAME**,

8/25/17 M. Boudreau

The members of the **COMMITTEE NAME** have provided their availability for the **COMMITTEE NAME** conference call. Based on the doodle calendar responses, the best time to schedule the conference call is:

Day, Date at TIME EST

Members able to attend:

Members unable to attend:

No response:

Please confirm the time you would like for me to schedule the call. As soon as I hear back from you, I will send the call information to the rest of the COP. For your reference, I am attaching a copy of the doodle calendar with each member's availability. If you have any questions, please feel free to let me know. Thank you and have a great day!

Sincerely,

Email to Committee to Schedule Call

Dear **COMMITTEE NAME**,

The **COMMITTEE NAME** conference call to **PURPOSE OF CALL** has been scheduled for **DAY, DATE at TIME EST**. The logistical information for the conference call is as follows:

Date:

Time:

Dial in numbers:

Calls from the US and Canada: 1-866-906-0123

Passcode: (can be found on AT Conference handout)#

Members able to attend:

Members unable to attend:

No response:

Thank you for your assistance in the scheduling of this call. Please let me know if you have any questions or need further assistance.

Sincerely,