











TBC Conference Call

Wednesday, 28th October 2015, 08:30 GMT

Speaker Details	TBC		
Speaker Instructions	The speakers will dial into the conference 10 minutes prior to the start time and identify themselves to the operator as the speakers of the call, the number they should dial is: 020 3059 5861 .		
Duration	60 minutes		
Number of Lines	100		
Participant Dial-in numbers		United Kingdom Toll Free	0800 368 0649
		United Kingdom Local	020 3059 8125
		All other locations	+44 20 3059 8125
Joining your call	TBC - This must be quoted to the Operator in order for participants to gain access to the conference.		
Call Structure	After the presentation the operator will run a Q & A session where telephone participants will have the opportunity to ask questions. If they would like to ask a question, they should press star followed by 1 on their telephone keypad at the start of the question and answer session. If they change their mind and decide to remove their question, they should press star followed by 2. Until this time all participants will be on listen only.		
Recording details	The call will be recorded and hosted on our replay service for 7 days, please see below for access details.		
Replay Information		Location you are dialling in from	Number you should dial
		 United Kingdom	0121 260 4861
		 United States	1 844 2308 058
		 All other locations	+ 44 121 260 4861
		2090322 followed by #	
		This should be entered when prompted by the system. When callers access the Replay they will have the following functions available to them:	
		Press 1	Play Recording
		Press 2	Stop Recording
		Press 4	Rewind Recording
		Press 5	Pause Recording
		Press 6	Fast Forward Recording
		Press 0	Repeat Instructions / Options Menu
After Call Reports		Participant List	We will send a participant list within 45 minutes of the call ending.
		Call Profile	We will send a call profile, featuring a graph showing when participants connect to the conference, within 45 minutes of the call ending.



Transcript

We will produce a transcript of the conference on a 24 hour turnaround basis.
