

Information Evening Phone-In – Call Instructions

Please read the phone instructions and etiquette below before calling in.

Phone Instructions

Call: 0844 580 0555 within the UK

Call: +44 844 580 0555 from overseas

You'll be asked to key in the PIN. This is:103655

If you're the first person on the call, you'll hear music, just hum along 'til we join you!

If you're disconnected, simply dial back in.

To avoid background noise please mute your phone, so you can hear us but we can't hear you, your dog or your bath running! Simply press # then 6.

To speak or ask questions just unmute by pressing # then 6 again.

Phone Etiquette

To keep a high quality of sound for us all please *don't call in using Skype or a mobile phone.*

You may also have a problem entering the PIN or in muting your phone, if you do so.

Use a corded or high quality digital (DECT) cordless telephone for optimal quality.

If you have a two-line phone, please turn the ringer off on the second line.

Do not use your phone in speakerphone mode.

Do not speak unless invited to do so and please say your name before speaking.

You're welcome to call in a minute or so before the designated time to introduce yourself.

Any questions not covered? Just email: info@hoffmaninstitute.co.uk or call 01903 88 99 90.

Enjoy the call!

When you're serious about change

Hoffman Institute UK

Call us on: +44 (0)1903 88 99 90

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