



## Call Flow Details:

Participants will call Webex, India, will be connected in the Listen Only Mode. They will be connected to the main room where they will be listening to Music till the call starts.

Speaker for the call will be dialed out 15 minutes prior to the call start time by the moderator and connected to the pre-conference room in the Talker Mode.

When the speakers are ready to start the conference, Moderator would require 30 seconds to connect the speaker line in the main conference room.

## THE MAIN CONFERENCE:

The moderator will start the call with the welcome greeting:

**Moderator:** "Good Morning/ Afternoon/ Evening, ladies & gentlemen! I am <moderator name> , the moderator for this conference.

**Welcome to the <Company Name> conference call**

For the duration of the presentation, all participants' lines will be in the **listen-Only** mode. I will be standing by for the question and answer session.

"I would like to hand over to Mr. /Ms. <Speaker Name>, thank you and over to you Sir/Madam"

**Once the speaker's complete their presentation they need to indicate to the moderator to begin the QA session**

## THE Q&A SESSION AT WEBEX:

**Moderator:** "Thank you, very much Sir. We will now begin the Q&A interactive session

Participants, who wish to ask questions, please press star 1 on your telephone keypad.

On pressing star 1, participants will get a chance to present their questions on a first-in-line basis."

Participant's are requested to use only handsets while asking a question

**To ask a question, please press 'star 1' now!!**

- Moderator will un-mute the lines of participants who have pressed 'star 1' & are in the question-queue.

**Moderator:** "The first question comes from Mr. / Ms.\_\_\_\_(participant name)\_\_\_\_ of \_\_\_\_ (company name)\_\_\_\_"



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- If the question-queue is exhausted, Moderator would request participants to press 'star 1' to ask a question.

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#### **THE FINAL REMARKS**

- If no more participants in the question-queue, Moderator would handover the proceedings to Speaker for final remarks.

**Moderator:** "At this moment, there are no further questions from participants. I would like to handover the floor back to Mr. /Ms. <Speaker Name> for final remarks."

#### **THE CLOSING**

- After the final remarks of the speaker, moderator would use the following script to close the conference:

**Moderator:** "Ladies and Gentlemen, thank you for choosing WebEx's conferencing service. That concludes this conference call. Thank you for your participation. You may now disconnect your lines. Thank you & have a nice day"

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**NOTE:** KINDLY CONFIRM IF THE WELCOME GREETING NEEDS TO BE MODIFIED