



## **CONFERENCE CALLING POLICY**

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### **Purpose**

The purpose of this guideline is to define the requirements for using the Rocky Mountain Section of American Water Works Association (RMSAWWA) conference calling plan.

### **Policy**

All RMSAWWA committees may use the Section's conference calling plan. You must forward the following information to the Secretary Treasurer so that the call can be charged to the right committee.

- Your name
- Committee name
- Date of conference call
- Estimated number of callers
- Length of conference call
- Purpose of conference call

### **Procedure**

Once the Secretary/Treasurer receives the above information, he/she will give the conference call telephone number and access code.