



## **CONFERENCE CALLING POLICY**

**Original Issue Date:** November 5, 2004

**Revision Date:** November 4, 2005

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