



IHTSDO Telephone Conference - Instructions

The IHTSDO Telephone Conference is to be used within the Community of Practice. A local dial-in number to this telephone conference system has been configured in each member country to decrease the cost of participation (to find *your* local number, please see table on page two).

The IHTSDO Telephone Conference System consists of five different telephone conference lines, namely line number 1, 2, 3, 4 and 5, enabling parallel telephone conferences to be scheduled. When one would like to schedule a telephone conference, one should thus contact the IHTSDO Office to be allocated a telephone conference line for the specific meeting in question (please e-mail meeting@ihtsdo.org or jch@ihtsdo.org).

Please provide the following information when sending requests;

1. Date of the call
2. Time of the call with UTC zone only
3. Duration of the call

Instructions:

1. Use your local dial-in number to dial the IHTSDO Conference System.
2. Choose telephone conference line by pressing 1, 2, 3, 4 or 5.
3. Enter the pass code for the particular telephone conference line after being asked to do so (see table below).

Line Allocated	Dial Local Number	Choose line in menu	Enter Pass Code
1	See list below	1	Confidential#
2	See list below	2	54362#
3	See list below	3	54362#
4	See list below	4	54362#
5	See list below	5	Confidential #

Limitations

While the local numbers of Sweden and Denmark are infinite, the capacities of all other local numbers are, as demonstrated in the table below, limited. In addition to the capacity of two attendees, 10 “floating” lines are thus available to supplement those dial-in numbers with limited capacity (i.e. all numbers except Denmark and Sweden)*. These additional lines are assigned on an as-needed basis (first-come, first-served) to increase the capacity of those numbers above two. For example, when a caller dials a number that two (or more) other callers are currently using, they will be connected to the conference system using one of the floating lines, if available. If all 10



floating lines and both dedicated lines for a number are in use, callers will continue to receive a busy signal. The callers shall then use the local numbers of Denmark or Sweden.

Local dial-in numbers

Country	Region	Phone Number	Capacity
AUSTRALIA	BRISBANE	+61 731234424	2
CANADA	TORONTO	+1 4168000350	2
CYPRUS	NICOSIA	+35722030509	2
DENMARK	COPENHAGEN	+45 43396372	Inf.
LITHUANIA	VILNIUS	+370 52058946	2
NETHERLANDS	AMSTERDAM	+31 202629995	2
NEW ZEALAND	AUCKLAND	+64 99250305	2
SINGAPORE	SINGAPORE	+6531031162	2
SPAIN	MADRID	+34911875628	2
SWEDEN	STOCKHOLM	+46 852507971	Inf.
SLOVENIA	LJUBLJANA	+38616002717	2
SLOVAK REPUBLIC	BRATISLAVA	+421233006932	2
UNITED KINGDOM	BIRMINGHAM	+44 1213142062	2
UNITED STATES	CHICAGO	+1 3124966622	2
UNITED STATES	LOS ANGELES	+1 2133253224	2
UNITED STATES	WASHINGTON	+1 2022924256	2
Softphone users	World	ext 1601	inf.
*With limited capacity	WORLD	ALL	10 “floating lines”

Please use soft phone if possible as this will not use any of the limited capacity.