

ONLINE MEETING INVITATION Template

Sending an invitation to your online meeting attendees – sounds simple enough, *right?*



HERE IT IS!

Dear Sara,

We're looking forward to your participation in today's combined teleconference/web conference. Please find details and joining instructions below:

Date: Thursday 3rd April

Time: 11:00 am NSW Time – click [here](#) for National Time Zone information

Duration: 60 minutes

Your Pass Code:

00000000

Teleconference:

1. Please dial the Australian Toll Free Number 1800 896 323. *Travelling overseas on this date?* Feel free to join by using one of the many International Toll Free Numbers attached.
2. When prompted, enter the pass code above, followed by the hash key

Web Conference:

1. Go to www.redbackconferencing.com.au
2. Select "Join a web conference" in the top right corner
3. Select "I am a participant"
4. Enter the pass code above and then your full name

Requirements:

- All that is needed is a telephone, computer and stable internet connection
- No installation is required to join the web conference. You will however need the latest version of Adobe Flash. Click [here](#) to test your system in advance.

Support:

Please feel free to contact Redback Support at anytime should you experience any difficulty in joining the conference.

- Toll Free: 1800 733 416
- International: + 61 2 8014 5150

Agenda:

Please ensure you are prepared for this online meeting. A full agenda can be found by clicking [here](#).

Looking forward to your attendance,
Redback Conferencing

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