

•
•
•
•
•

Fields & Associates, Inc.
150 St. Marks Drive, Suite 202
Stockbridge, Georgia 30281-1091
Telephone: (770) 389-3800
Facsimile: (770) 389-3700

Conference Call/Teleconference Planner

Subject: _____

Purpose: _____

Background: _____

When (Within Next): 1 Wk __ 2Wk __ 1 Mo __ 3 Mo __ Other __

How Long (Minutes): 30 __ 60 __ 90 __ 120 __ 150 __ 180 __ Other __

Preferred Day: M __ T __ W __ TH __ F __ Sat __

Preferred Hour: 9 __ 10 __ 11 __ 12 __ 1 __ 2 __ 3 __ 4 __ 5 __ Other __

Number Of Participants: _____

Participant Positions/Disciplines: _____

Most Important Questions To Be Answered:

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

Desired Outcomes:

- 1 _____
- 2 _____
- 3 _____

Reference Data And/Or Documents (Organization Will Provide In Advance)

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

Contact Person Name/Organization: _____

Contact Person Phone/E-mail _____