To set up a conference call, you need the following information from the professor:

(1) Day of week and mm/dd/yy
(2) Starting time of call
(3) Length of the call (ie. 2 hours)
(4) Number of people calling in (they only have up to 12 lines available)
(5) Name of the conference call
(6) EFS number to be billed for $15 set up fee
(7) Contact person for the call (if it isn't you)
(8) Contact person's phone number

NOW you can set up the call.
Dial campus operators (5-2003) and provide the above info.
When booked, provide the call instructions to the participants.

IMPORTANT: The number all callers dial to participate will always be 612-625-2003 (5-2003 on campus).

======
Example email:

A conference call has been established for Wednesday, January 9th from 1:30 until 2:30pm for up to 9 people. Participants should call 612-625-2003 and ask for the "DAVIDSON" conference call. (Note: participants should not place the call on hold as they will be unable to re-join the call.)

Date: Wed. January 9th
Time: 1:30 - 2:30pm
Name: DAVIDSON
Number to call: 612-625-2003 (5-2003 on campus)