

## Module 4: Electronic Meeting Options

Advancements in technology have made meetings more effective by providing ways of communicating and storing meeting information. Although many new tools are available to help give your meeting that cutting-edge-feel, there are many things to consider when determining electronic options. It is not always imperative to use new technology at your meetings, but having an understanding in advance helps to expand your choices. In this module, you will learn about the latest meeting tools available to you, things to consider and reaching a decision.



**Overview of Choices Available**



**Things to Consider**



**Making a Final Decision**



**Knowledge Check**



**Module 4: Completed**

# Overview of Choices Available



Electronics in meetings bring a wealth of advantages if used properly. Technology has increased the reach of the meeting room into the virtual world. You are capable of connecting with participants anywhere in the world. Technology also expands your ability to disseminate and record information.

**This lesson presents an overview of the various tools you can employ in your next meeting, including:**

Presentation Software

Programs like Microsoft PowerPoint help you to organize your materials in one file. Once the information is in the presentation program, you can create handouts to give to the participants as an agenda.

## Web Meeting Programs

An electronic whiteboard is an efficient way to write and record

Programs like Microsoft Teams or Zoom allow you to conduct your meetings via the Internet.

Voice, images from your desktop, and a webcam view of the meeting room and individuals make this virtual option very convenient.

## Video Conferencing

This dedicated line uses cameras and television screens to connect two or more remote sites into one meeting.

## Telephone Conferencing

This is a dedicated telephone line where many participants of the electronic tools listed in the dial in and participate in the meeting. You can have your company purchase pay-as-you-go product from an online e of electronic tool depends on the chnological capabilities of the meeting



To check your understanding of the lesson content, complete the drag-and-drop activity below...

**Drag-and-drop the meeting tool to the correct description.**

≡ Electronic Whiteboard

An efficient way to write and record ideas in one source.

☰ Video Conferencing

This dedicated line uses cameras and TV screens to connect two or more remote sites.

☰ Telephone Conferencing

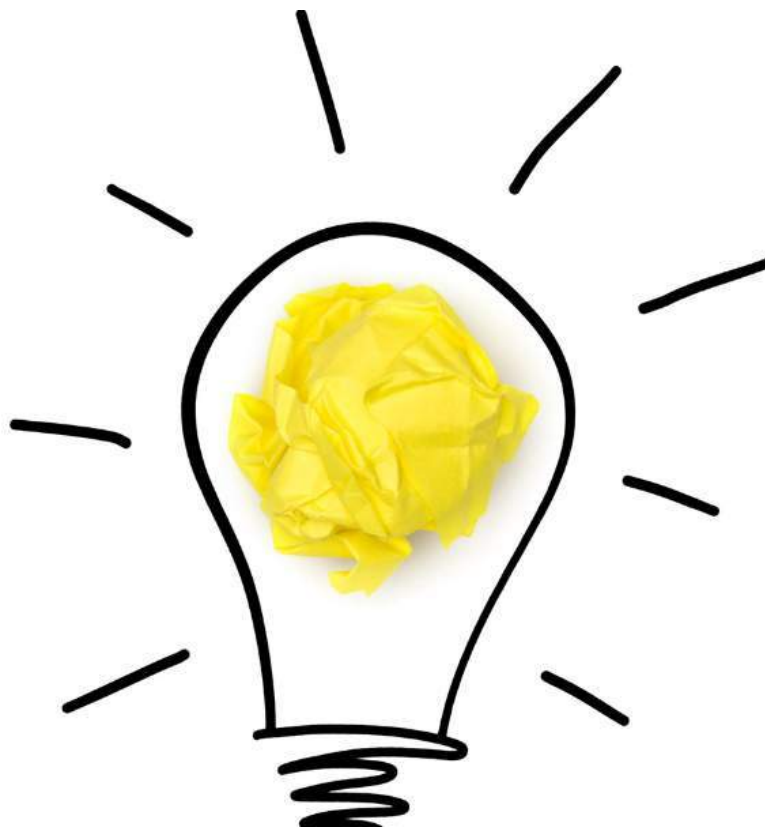
This is a dedicated line where many participants call into a meeting.

**SUBMIT**



Complete the content above before moving on.

# Things to Consider



The most important thing to consider when dealing with electronic meeting tools is your ability to use and troubleshoot them.

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The most important thing to consider when dealing with electronic meeting tools is your ability to use and troubleshoot them. Many things could affect the performance of the tools. You must be comfortable enough with the technology to deal with the unexpected.

- In order to avoid embarrassing issues during the meeting, you should test all systems and make sure your Information

Technology (IT) department supports them. In fact, you should always run your technology plans with your IT. They may need to do some backend things to help support your video or web conferencing tool.

- Before you try using a new tool, get some training and practice. Test the program with someone you know. Practice using the tool in smaller, more personal meetings before you decide to do it in a larger meeting with outside guests.

Avoid using technology just for the sake of using it. Use it only when it is necessary. Make sure that the participants who will need to use the tools to participate are capable of using them themselves. The last thing you want is someone telling you in the middle of the meeting that they do not know how to launch the program.

### **Here is a quick list of things to consider if you plan to use technology:**

- Is the complexity of adding the technology outweighing the potential glitches?
- Are you capable enough to handle any issues that may arise during your meeting?
- Is your audience capable of handling the technology?
- Will you have adequate support from your IT department?
- Are there any costs that you have to consider?

In any case, using technology requires knowledge. If you choose to use technology in your meetings, learn the system and practice, practice, practice. Finally, do not get carried away with technology. It becomes obvious when technology is being used just

to dazzle the audience. This is distracting and reduces the effectiveness of your meeting.

**Watch this video clip to review things to consider...**



Complete the content above before moving on.

Lesson 3 of 5

# Making a Final Decision



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This assessment allows you to determine quickly if you need to use technology or not.

**When making a decision, determine the following:**

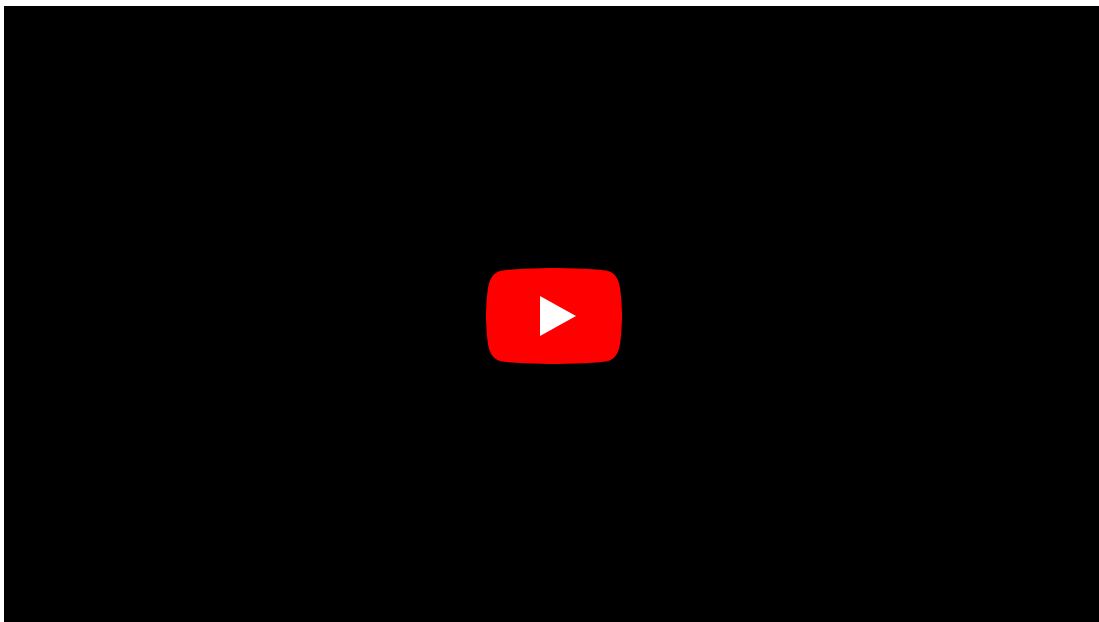
- Are you proficient with the technology?
- Are you able to ask someone who is proficient to assist you with the technology?
- Will there be people connecting to the meeting from remote locations?
- Will there be people connecting to the meeting from remote locations?
- Are the participants capable of using the technology?
- Does the meeting room support technology?
- Do you have IT support available?
- Do you have the budget to support the technology?



If you answer “no” to any of these questions, determine the risk of going ahead with the technology. If it is too risky, avoid using the technology, unless you must, as in the case of remote

conferencing. Just make sure you get the training you need well in advance or have someone available as a technical assistant.

**Watch this video to gain tips on becoming the "Best Teams Meeting Host"...**



Complete the content above before moving on.

Lesson 4 of 5

# Knowledge Check



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Module 4: Review Questions

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**Question**

**01/10**

Which of the following is a type of software useful for presentations?

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- Microsoft Outlook
- Microsoft PowerPoint
- Microsoft Access
- Microsoft One Note

**Question**

**02/10**

Video conferencing connects two or more:

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- Remote sites
- Cameras
- Television screens
- Skype accounts

**Question**

**03/10**

What is the most important thing to consider when dealing with electronic meeting tools?

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- Affordability
- Your ability to use and troubleshoot them
- Reputation of electronic tools
- General acceptance of specific electronic tools

**Question**

**04/10**

When is using technology recommended for the meetings?

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- In the case of larger meetings
- In the case of longer meetings
- Always
- Only when it's necessary

**Question**

**05/10**

Which of the following questions is crucial when you need to decide if you will use technology for the meeting?

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- Is there a large number of graphics that will be presented?
- Do you have IT support available?
- Will there be people connecting to my meeting from remote locations?
- All of the above

**Question**

**06/10**

If using technology is too risky, what should you do?

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- Discuss it with participants
- Take the risk anyway
- Avoid using technology
- Take the risk, but prepare a backup plan

**Question**

**07/10**

If you choose to use technology in your meetings, learn the system and:

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- Practice
- Ask for help
- Take the risk
- Make it exciting

**Question**

**08/10**

Many new tools are available to help give your meeting:

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- Technology advances
- Technology lessons
- That cutting-edge-feel
- Possibilities

**Question**

**09/10**

Microsoft PowerPoint helps you:

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- Organize your materials into one file
- Learn about technology
- Create better handouts
- Impress your audience

**Question**

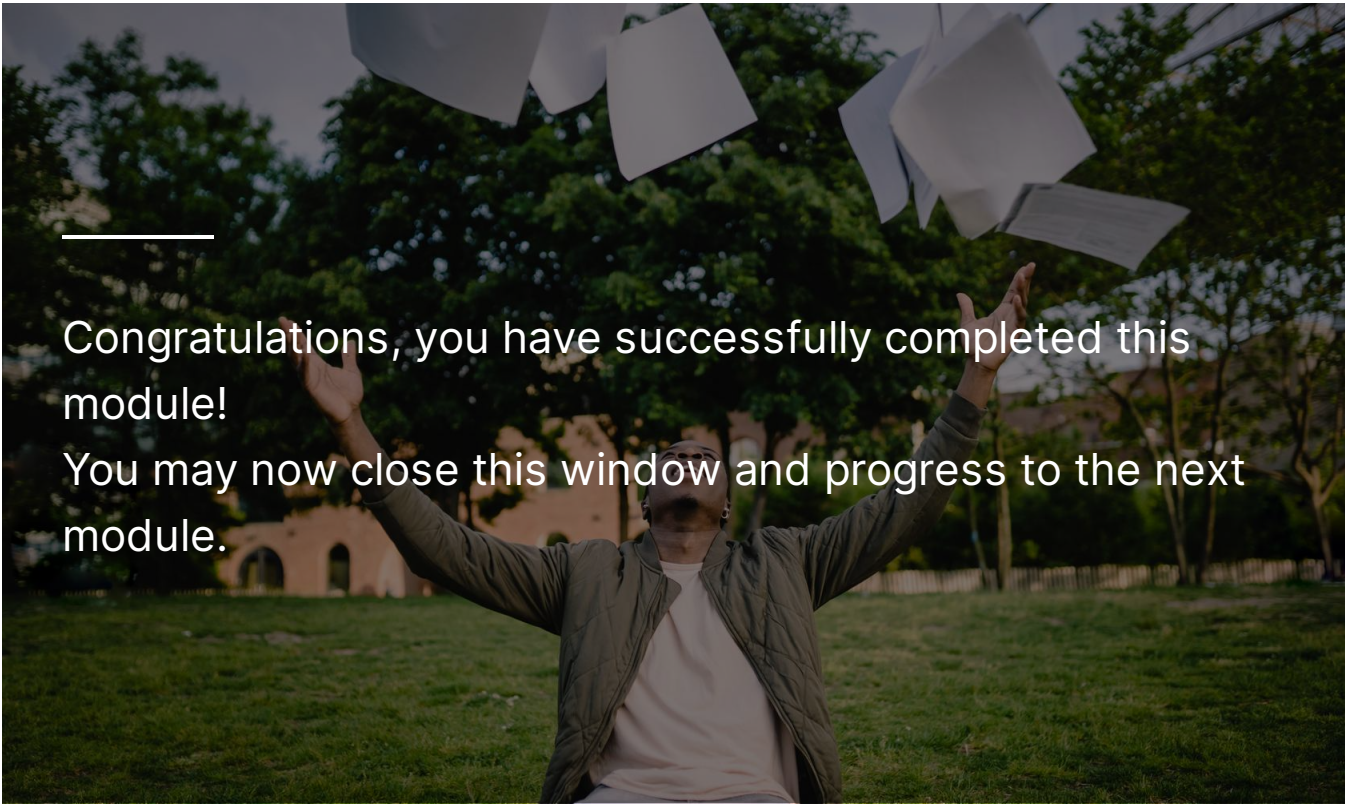
**10/10**

When technology is being used just to dazzle the audience:

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- It is a great way to capture your audience's attention
- It reduces the effectiveness of the meeting
- It is distracting
- It is distracting and reduces the effectiveness of your meeting

# Module 4: Completed



Congratulations, you have successfully completed this module!  
You may now close this window and progress to the next module.