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SOFIA UNIVERSITY
"ST. KLIMENT OHRIDSKI"
EST. 1888



ICT-TEX course on Digital skills

Topic 3: Tools for Business Digitalization

The course is developed under Erasmus+ Program Key Action 2:
Cooperation for innovation and the exchange of good practices [Knowledge Alliance](#)

ICT IN TEXTILE AND CLOTHING HIGHER EDUCATION AND BUSINESS

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3.2. ONLINE MEETINGS

These slides are part of the Topic 3 on “*Tools for Business Digitalization*” of the course on Digital skills in Textile and clothing industry.

Check also the other themes in this topic:

- 3.1. Cloud platforms
- 3.3. Social media



Contents

- [Online meetings](#)
- [Streaming vs Online meeting rooms](#)
- [Tips for organizing an online meeting](#)



Online meetings

- Online meeting rooms allow for a group of people to meet, talk and see each other while standing in front of their computers at different geographic locations
- Online meetings have a number of benefits
 - Increased communication ability
 - Time and cost effectiveness
 - Possibilities for higher attendance rate



Online meetings

- Despite the benefits, there are also some disadvantages
 - Decreased social and personal contact
 - Potential attendance problems in case of a bad internet connection
 - Security risk when sharing information online
 - Risk of failed meeting if online resource are not planned well

Bear in mind before organizing the meeting

- Number of attendees
 - If you expect more than 100 attendees, consider using paid service or streaming over the web
 - Large meeting may also require moderators in order to manage rights to speak or deal with accidentally unmuted microphones
- Presenters
 - Check whether the platform you choose for online meetings have a dedicated presenter role
 - Make sure to give presenter rights to the relevant people only



Streaming vs Online meeting rooms

- Streaming is more like TV – attendees cannot speak, they can only watch a meeting you broadcast to them
- Some streaming services have a delay between the broadcaster and what attendees see
- In online rooms all attendees may take part of the meeting and participate in discussions

Popular online meeting room platforms

- [Zoom](#)
- [Google Meet](#)
- [Microsoft Teams](#)
- [Jitsi](#)
- [Cisco Webex](#)
- [Youtube](#)
 - Suitable for streaming



Tips for organizing an online meeting

- Consider sending out a survey to organize the meeting
 - You may use [Doodle](#) to decide the exact date and time of the meeting
 - Send an electronic survey form for to decide additional matters or help better to collect attendee requirements and expectations
- Most popular tools for making an electronic survey forms are:
 - [Google forms](#)
 - [MS forms](#)
 - [Survey Monkey](#)



Tips for organizing an online meeting

- You may to options to send the meeting link
 - Via a calendar service, so it will be integrated with participants calendars as well
 - Via email as an URL-link
 - Consider using an URL shortener (like [BitLy](#)) if the link is too long and spreads on more than half a line



References

- This course presentation has reused contents from the following sources:
 - Sommerville, I. (2020). Engineering Software Products: An Introduction to Modern Software Engineering. Pearson. Chapter 5: Cloud-based Software
 - Advantages and Disadvantages of Online Meetings,
<https://myownconference.com/blog/en/advantages-disadvantages-online-meetings/>, last visited: April 2021

CONTACTS

Coordinator:

Technical University of Sofia

Project coordinator:

assoc. prof. Angel Terziev, PhD
aterziev@tu-sofia.bg

Web-site: ICT-TEX.eu

Author:

Assoc. professor Aleksandar Dimov
Sofia University "St. Kliment Ohridski"
aldi@fmi.uni-sofia.bg

Contributors:

Reni Radkova, Radostina Mihaleva
Sofia University "St. Kliment Ohridski"
{renird, rimihaleva}@fmi.uni-sofia.bg



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