



Conferencing and collaboration

Microsoft IT Showcase Course

Get ready to be what's next.

Agenda



Conferencing
Types of meetings
Meeting considerations
Current state at Microsoft
Best practices

Conferencing



What is conferencing

Elements of Skype for Business (SfB)/Lync that enable meetings

Skype for Business/Lync meeting types

What is conferencing?

According to Wikipedia

Web conferencing: a service that allows conferencing events to be shared with remote locations.

Video conferencing: the conduct of a videoconference by a set of telecommunication technologies.

A **teleconference** is held by one or more computers.

Synchronous conferencing: the technologies informally known as online chat.

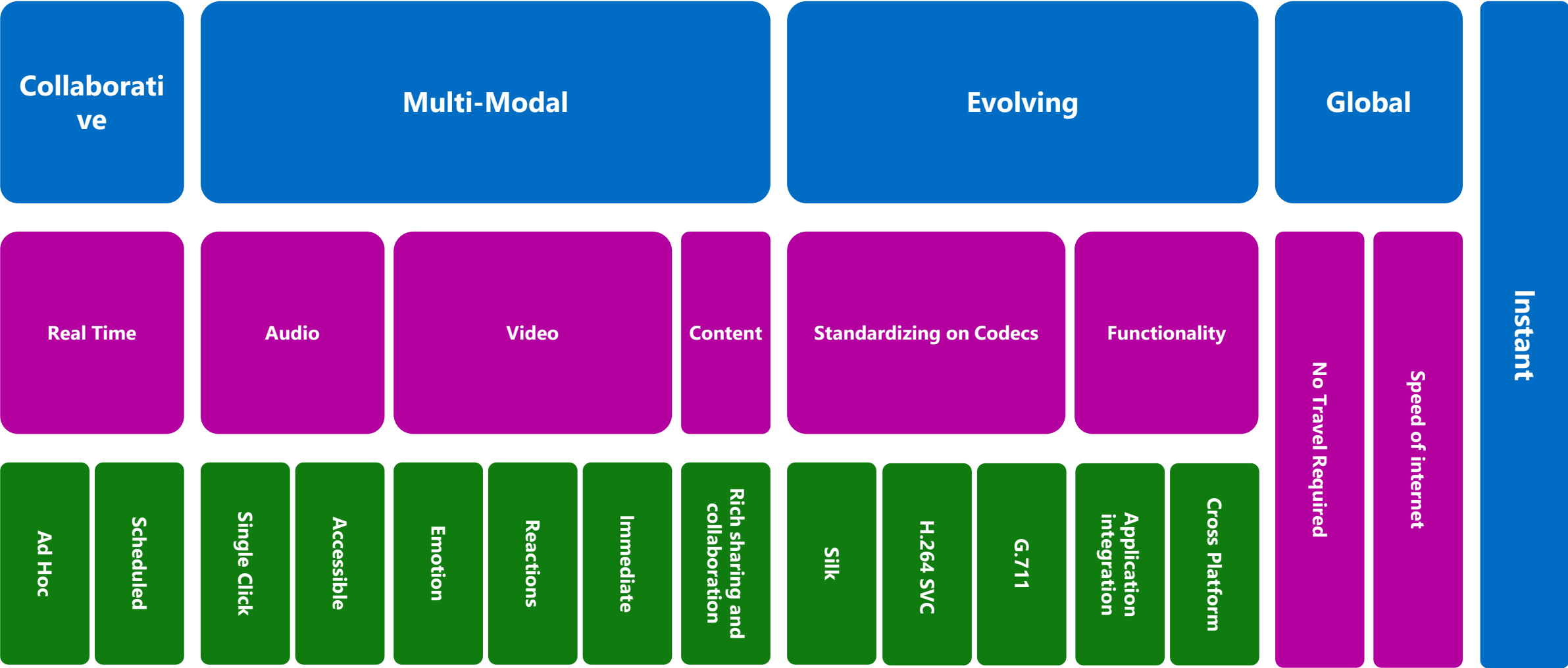
Data conferencing: a communication session among two or more participants sharing computer data in real time.

Conference call: a type of telephone call

CIX: CIX Conferencing (or CIX Forums) is an online discussion environment that started in 1987.



What is conferencing?



Elements of SfB/Lync that enable meetings



Single unified client
increases adoption

A single system
simplifies administration

SfB/Lync Meeting Types

Ad hoc

Tend to start P2P Escalated Meetings

Scheduled

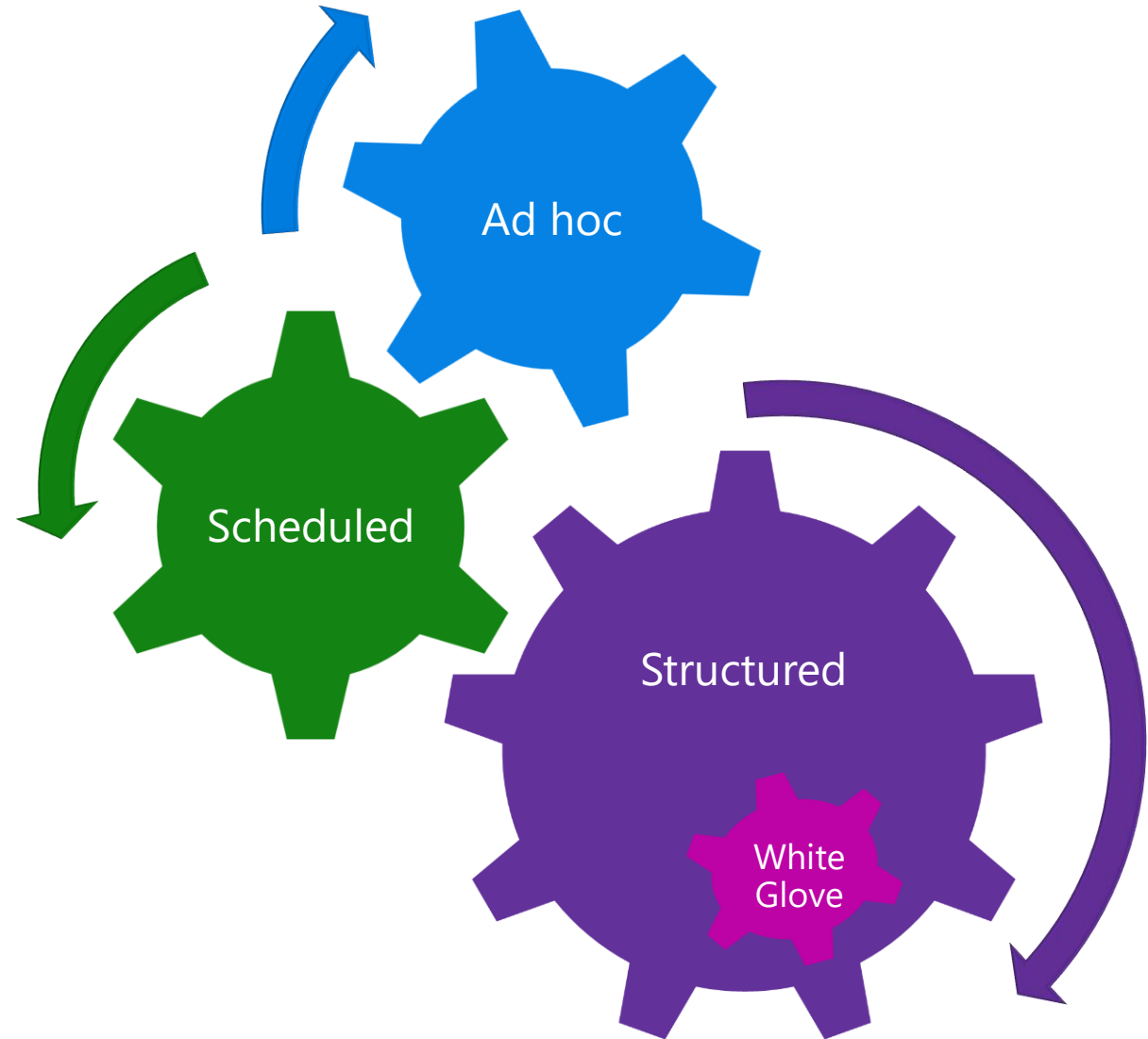
Multiparty, Shared Content Collaboration

Structured

Training

All-Hands/Town Hall

White Glove or Managed AV Production



Summary

Conferencing involves conducting meetings through a number of different modes including audio and or video. Skype for Business is used to create either ad hoc (meet now) or scheduled meetings and can even be used to deliver training sessions.

Types of meetings



Meeting types

Define your meeting

Personas

Ad hoc meetings

Group collaboration meetings

One to many training

All-hands/town hall

Meeting Types

Casual

Ad hoc

Brainstorming

Co-Authoring

Team Meeting

Presenting

One to Many Training

Structured

All-Hands/Town Hall



Define Your Meeting?

Ad hoc

Brainstorming

Co-authoring

Team meeting

Presenting

One to many training

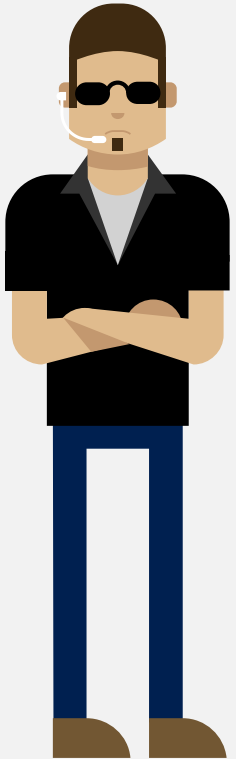
All-hands/town hall



Personas

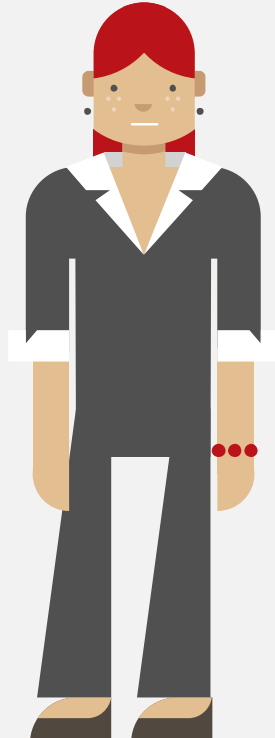
Meeting Organizer

- Invites, sets up and coordinates the meeting



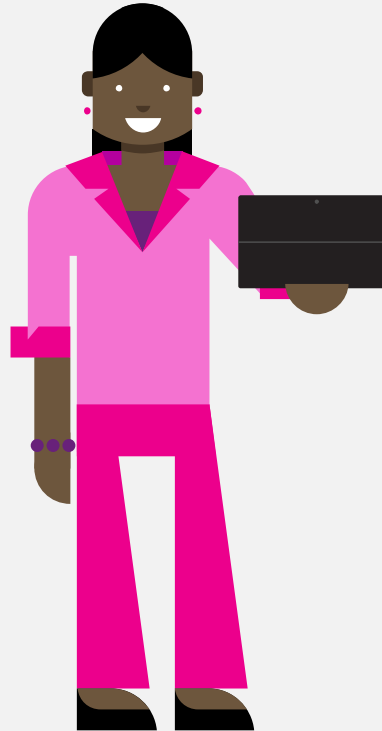
Presenter

- Primary deliverer of information



Participant

- Actively engaged and involved in meeting



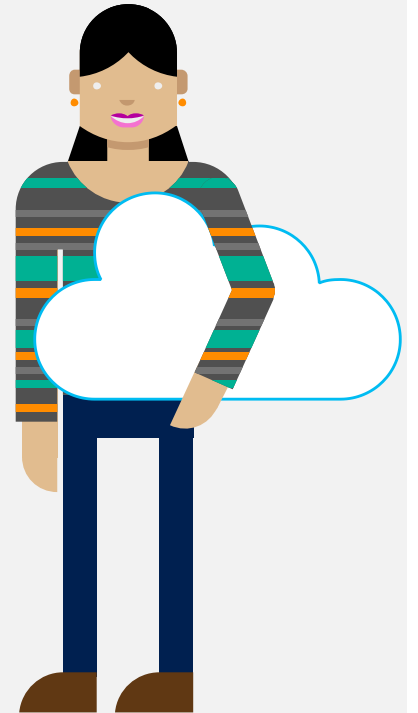
Attendee

- An observer, listening for info or education

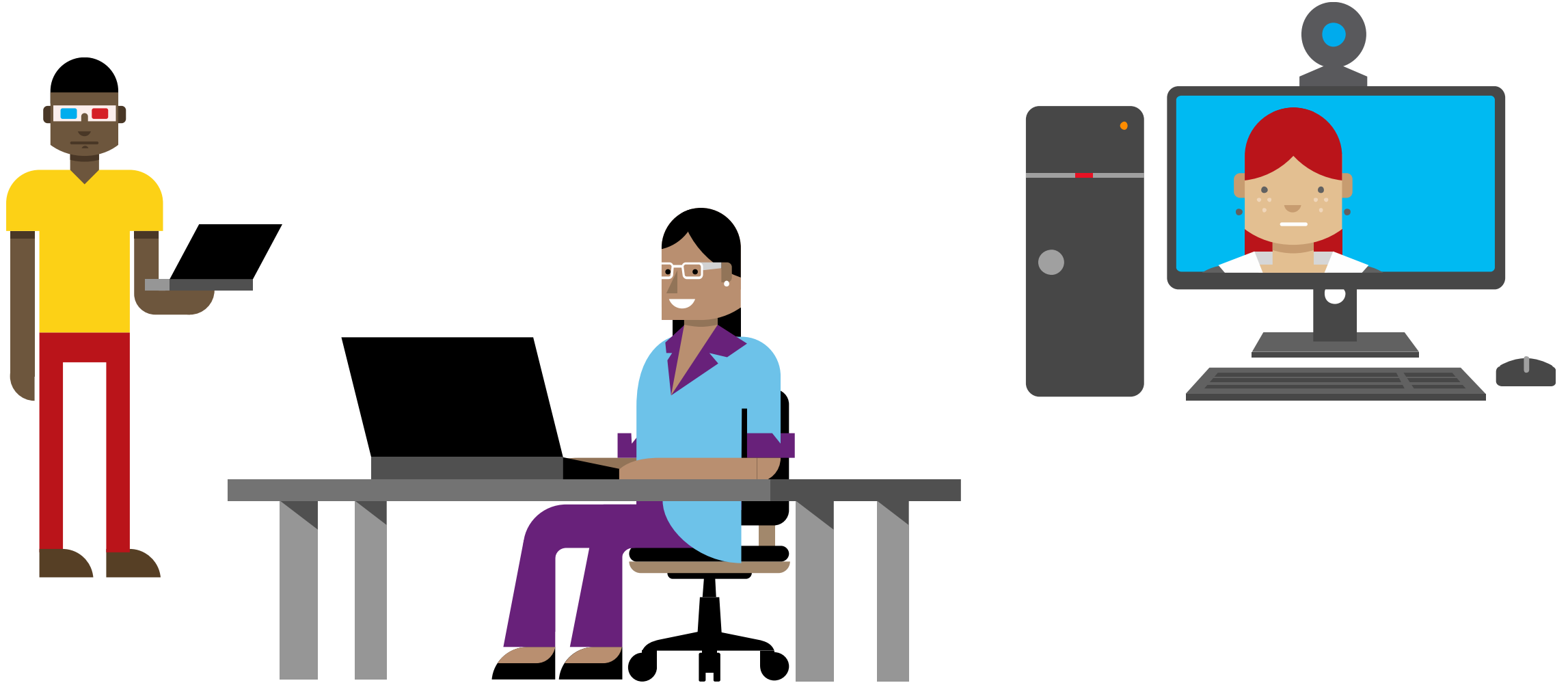


Facilitators

- Manages the experience for participants and attendees

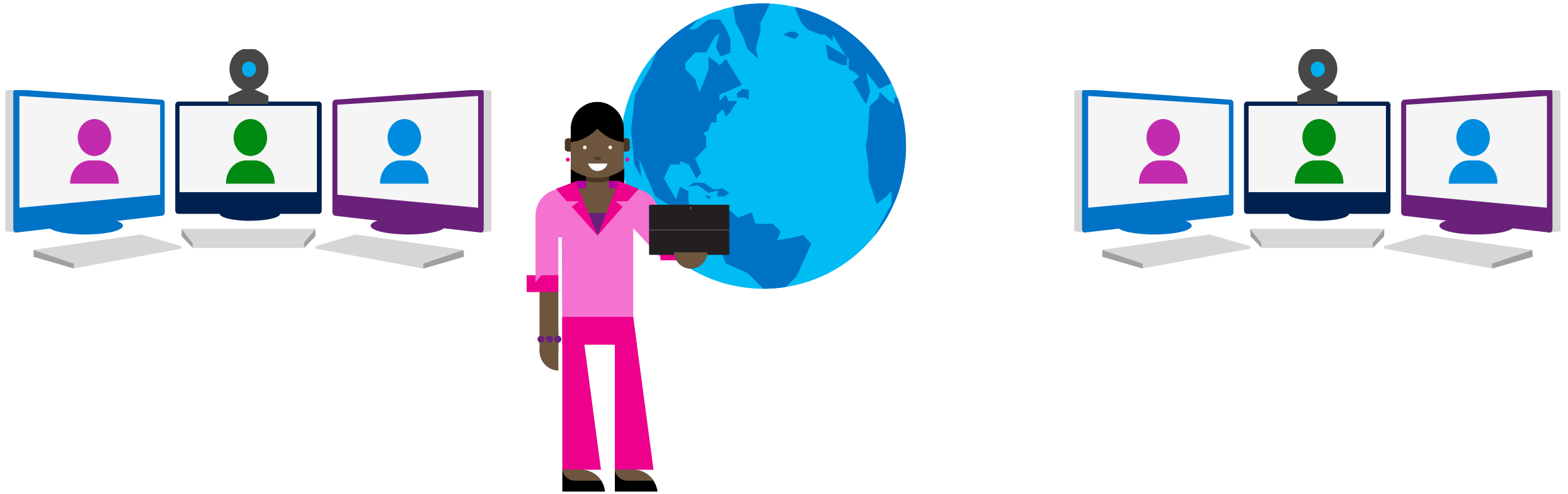


Ad hoc meetings



Collaboration, planning, multiple locations, everyone a presenter

Group collaboration meetings



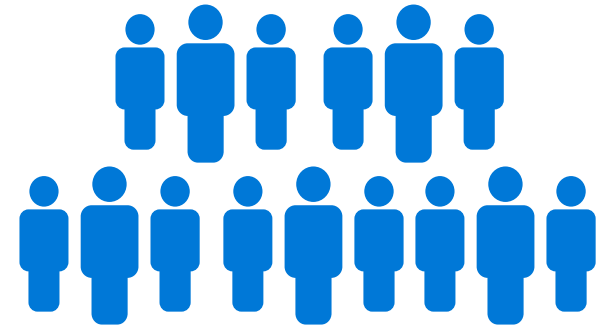
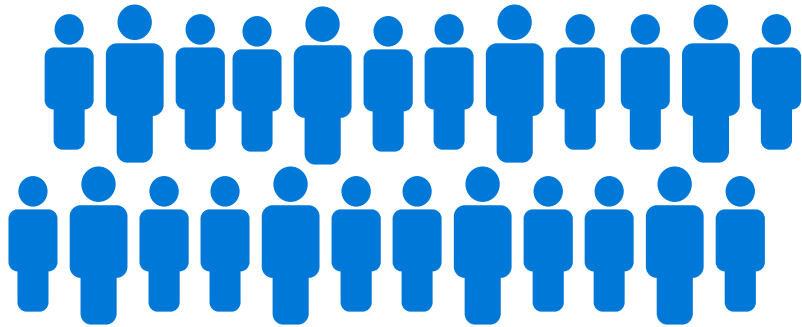
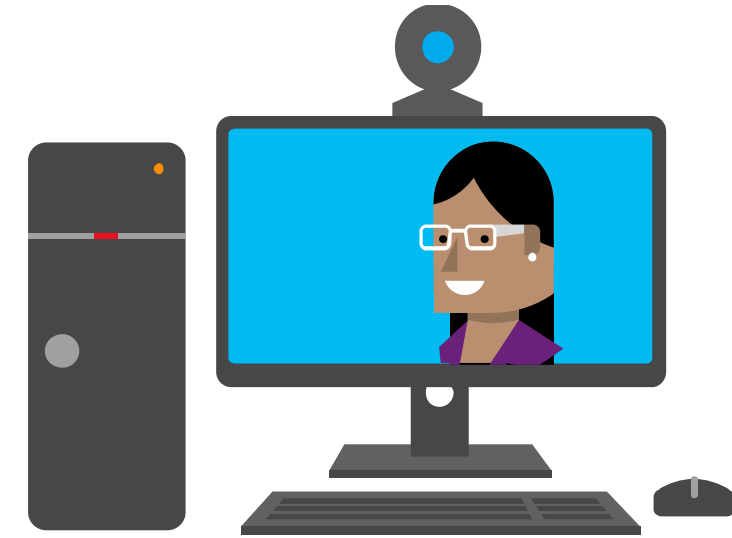
One or more presenters, multiple locations, everyone a presenter, Q&A

One-to-many training



One or two presenters, remote attendees, everyone an attendee

All-Hands / Town Hall



One or two presenters, few large locations, remote attendees, everyone an attendee

Summary

Skype for Business meetings are made up of a number of different players including organizers, presenters, and attendees and can take the form of many different meeting types.

Meeting considerations



Spaces that affect meetings
Things impacting meetings
Things to consider
Modes of work

Spaces that affect meetings

Traditional
Offices

Conference
Rooms

Audio
Conferencing

Inefficient
workspace/
meeting
space

Modern

Focus
Rooms

Team Rooms

Scrum Areas

Home
Offices

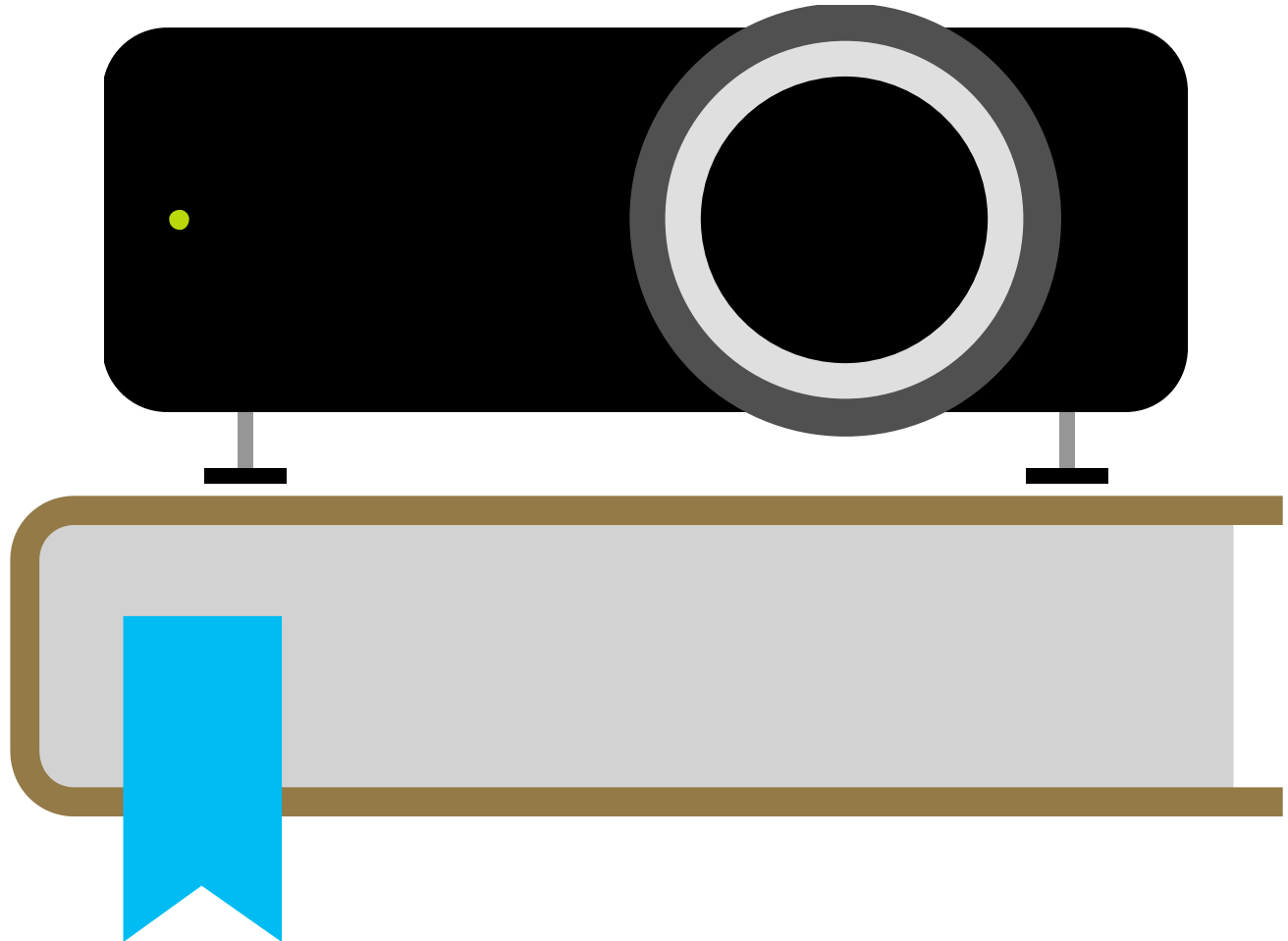
Things impacting meetings

New standards

- Projection
- Wireless
- Hardware

Expectation of reliability

End user education



Things to consider



It is not about the space it is about the interaction



User – time, place, and space



Guidelines are blurred as new spaces evolve



Technology should be “invisible”

Modes of work

Chat

Converse

Co-create

Divide &
Conquer

Huddle

Show & Tell

Warm Up,
Cool Down

Process &
Respond

Create

Contemplate

Summary

Communication is not about the space or the technology, it is about the human interaction.

People want to do their work in their space—whether that is traditional space or new space.

Empower your users to work where, when, and how they want.

Current state at Microsoft



Mobile client experiences
designed for the device

Demo: Productivity @
meetings

Settings change at greater
than 75 participants

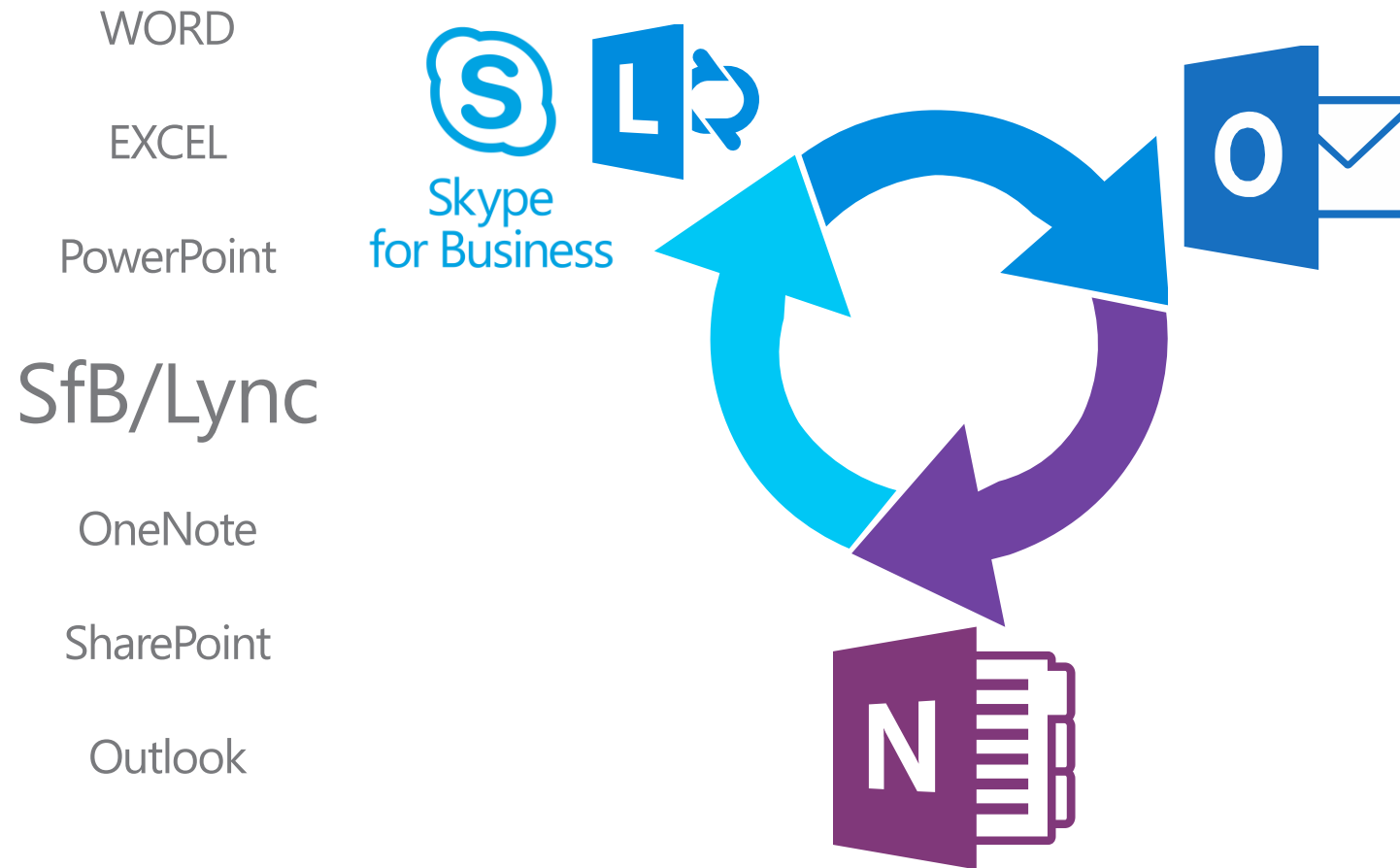
Why H.264 SVC? High quality
low cost video experiences

Mobile client experiences designed for the device

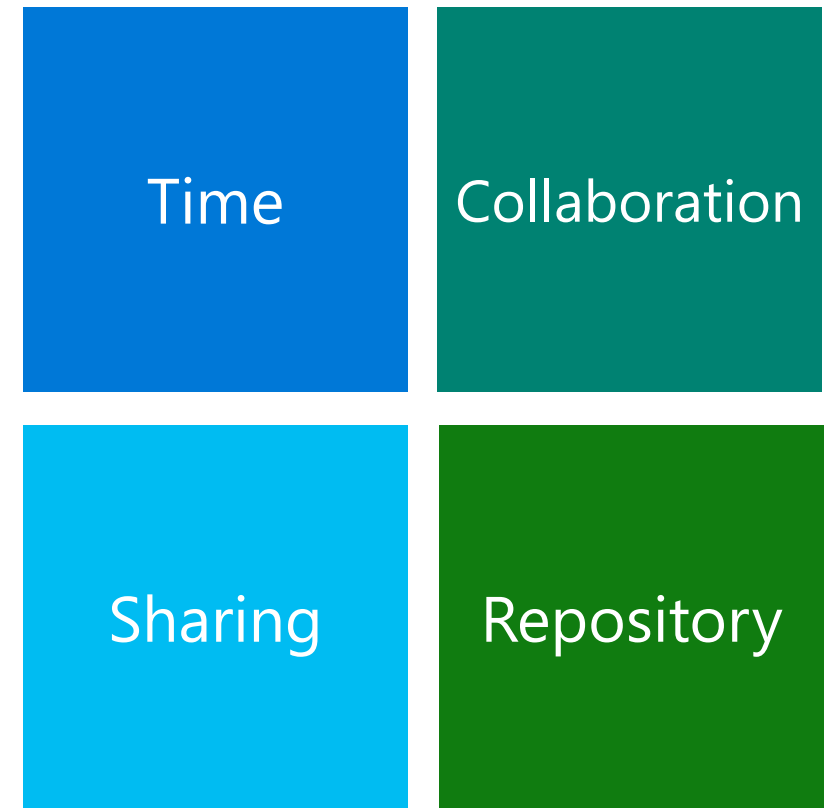
Modern, mobile, and web clients
SfB/Lync is familiar and engaging,
across a variety of devices and
platforms



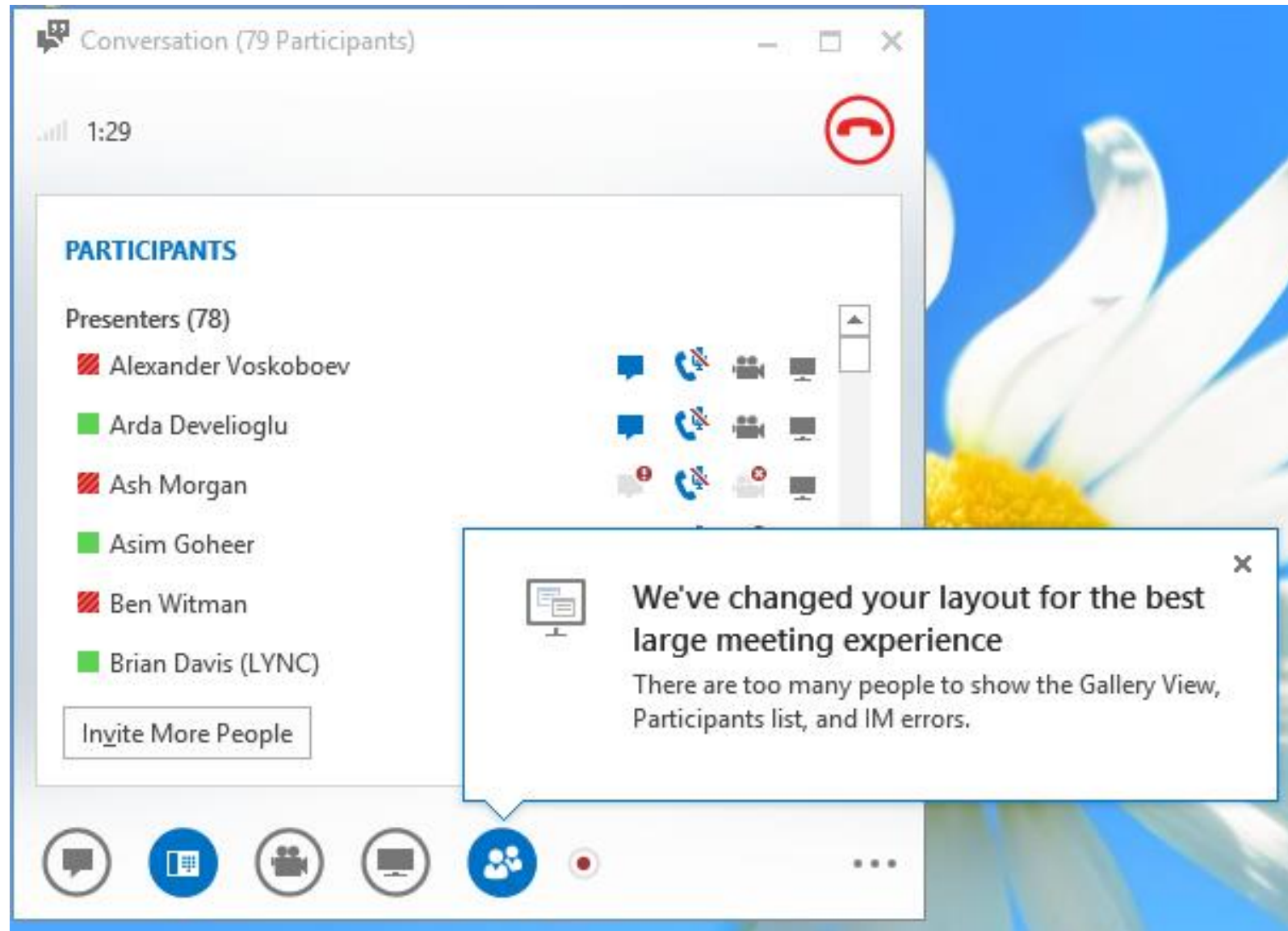
Productivity @Meetings



Benefits



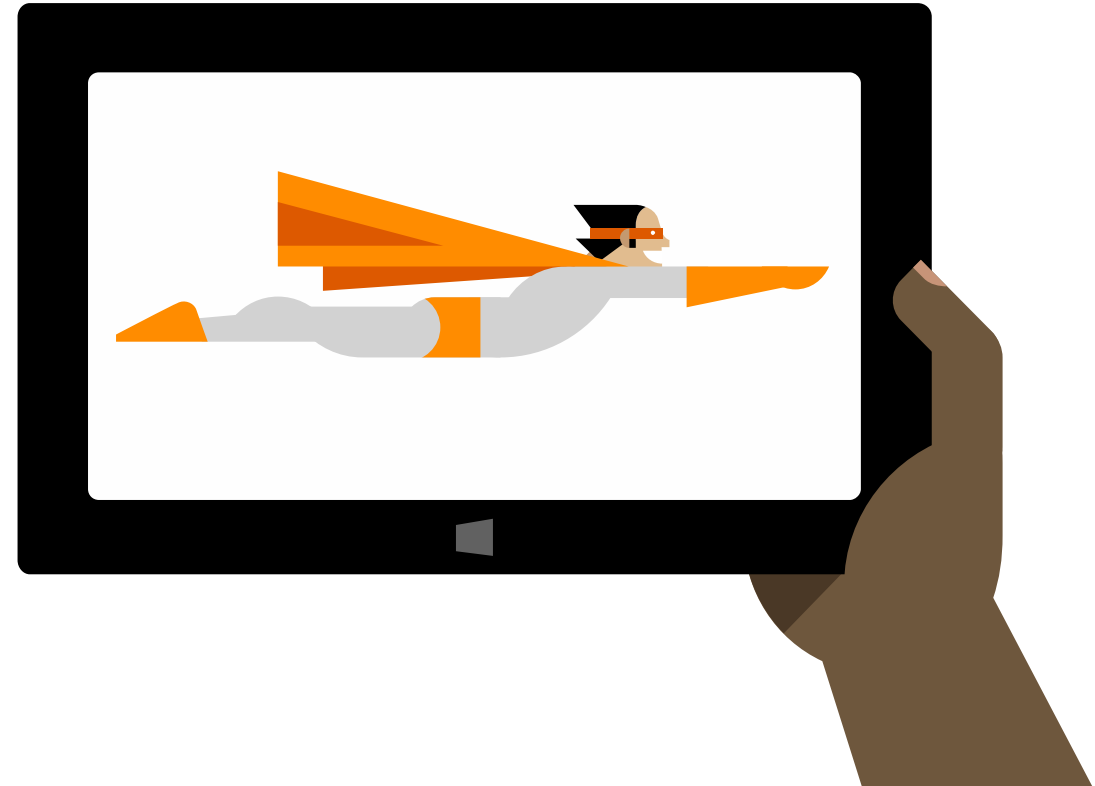
Settings change at greater than 75 participants



Why H.264 SVC?

High -quality, low-cost video experiences

- Up to full HD (1080p) for P2P and multiparty video gallery experience, including HD panoramic video
- HD video (up to 1080p, 30fps) on dual-core PCs by using hardware acceleration
- Video quality optimized for each participant: selective packets forwarded on the Audio Video
- Microsoft Conferencing Unit (AVMCU), based on downlink bandwidth and client capability; no need for transcoding
- Video feature parity and video quality for SfB/Lync on-premises and SfB/Lync Online



Summary

Mobile client (Windows Phone, iOs and Android) experiences are supported at Microsoft. For larger meetings, there are setting changes that kick in at greater than 75 participants. H.264 SVC, the current video compression standard, provides for a high quality and low-cost video experience.

Microsoft IT best practices



Microsoft IT best practices

Microsoft IT best practices

What

Know who you want to meet with and what you want to accomplish

Why

Different settings require different functionality and or hardware

How

Getting to know your users and their needs



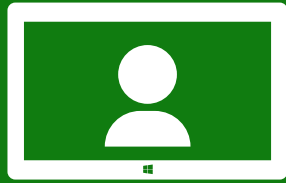
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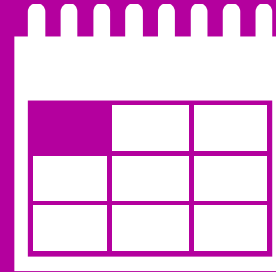
Great meeting experiences



Face to face



Present



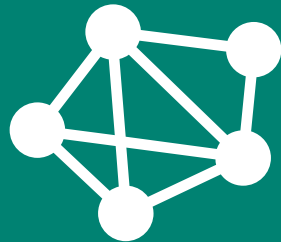
Scheduled



On premises



Share



Collaborate



Spontaneous



Online