

## Electronic Communication Systems

### Electronic Conference and Electronic Meeting Systems

#### What is an Electronic Communications System?

An electronic communication system is a type of information system that provides fast and inexpensive communication channels using available resources such as telephony, computing hardware, networks, and the Internet.

#### Types of Electronic Communication Systems

Electronic communications systems can be categorized by time and availability:

- **Synchronous** – This requires members to be available at the same time to communicate. Examples are chat rooms, instant messaging, and audio/video teleconferencing.
- **Asynchronous** – This does not require members to be available at the same time to communicate. Examples are forums, email, and online bulletin boards.

#### What is Electronic Conferencing?

Electronic conferencing is a mostly synchronous component of an electronic communication system that encourages greater collaboration between organization/business members. It uses Internet-based technologies to facilitate a broader coverage of members, as well as eliminate the need for a physical location.

#### Types of Electronic Conferencing

Electronic Conferencing is categorized according to the number of members present:

- **Point-to-Point** – This type involves only two (2) points, between two members. It is similar to telephone calls, where only two (2) people can communicate with each other.
- **Multipoint** – This type involves multiple points between multiple members. It usually uses a central network hub and allows simultaneous collaboration on various predefined locations.

#### What is an Electronic Meeting System?

An electronic meeting system is a component of electronic communications systems that assists in the creation, organization, and facilitation of meetings for various purposes. It can be either synchronous or asynchronous and may incorporate multiple tools and resources that span a wide range of assistance and support tasks, such as electronic conferencing, scheduling systems, file sharing, and cross-portability features for various relevant devices.

### Electronic Discussion

#### What is Electronic Discussion?

Electronic discussion refers to an information system used to facilitate textual or non-textual discussion between members using an available electronic medium. It uses tools and resources commonly seen on electronic conferencing solutions but is used in a different manner and for a different purpose.

#### Types of Electronic Discussion

Electronic discussion technology is commonly categorized according to time or availability. However, it can also be classified by how the information on such a system is sent or received:

- **“Pull” Technologies** – This type requires a user to do something to access the discussion. An example is the login feature commonly seen in online forums, where a user can drop from the discussion if he/she does not log in and view the discussion thread.
- **“Push” Technologies** – This type does not require anything from a user, as the discussion comes to the user instead of being retrieved by him/her. This means that, with or without the obligation for the user, the information from a discussion will still be disseminated.

### Electronic Publishing

#### What is Electronic Publishing?

Electronic publishing refers to a possible aspect of an electronic communication system that facilitates the digital publication of textual material and other forms of readable information. These materials are available for viewing using a device with an

electronic screen, such as computers, tablets, or smartphones.

### Examples of Electronic Publishing

Electronic Publishing is a vast aspect for electronic information systems, with different possible implementations using different types of resources:

- **Portable Electronic Media** – This example uses physical means of storing and publishing electronic textual content, such as **CDs/DVDs/BDs, Flash Drives, or External Hard Drives**.
- **Electronic Versions of Traditional Media** – This example converts the format of paper-based traditional media and publishes them as digital copies that can be distributed in several ways, such as **PDF Documents, E-Books, Online Magazines and Online Newspapers**.
- **New Media** – This example pertains to electronic publishing that is wholly reliant on the Internet to reach its target audiences and/or recipients, such as **Blogs/Vlogs, and Digital Publication Platforms**.
- **Online Collaboration and Sharing** – This example also uses Internet connectivity to facilitate publishing, but with particular emphasis on collaboration between recipients, such as **Podcasts, Collaborative Software, and Cloud Sharing**.

### Benefits of Electronic Publishing

Electronic publishing, being based on non-physical aspects, give certain advantages when used in an electronic communication system:

- **Paperless, Environment-Friendly Medium** – Since the need for paper is eliminated for electronic publishing, the environmental impact is reduced to almost zero.
- **Portability and Storage** – Electronically published media is easily stored compared to traditional media; textual material can be easily stored within a flash drive that can be delivered quickly and stored for future use.
- **Digital Distribution** – Through the Internet, electronically published material can easily reach and be shared amongst its target recipients at the quickest possible timeframe.
- **Potential Vector for Business Models** – Electronic publishing may open avenues for specific business models to be implemented, such as subscriptions to online magazines/newspapers, pay-per-view, and online advertising.

### Risks of Electronic Publishing

Electronic publishing, however, may not be for every organization. Some possible risks may include:

- **Security Issues** – Data piracy might be a problem, which can be solved by encryption of published documents. However, encryption also may overcomplicate a system just for the sake of protection of electronic content.
- **Plagiarism** – Digital content can be stolen and used by anyone, as it does not follow the rules for traditional publishing. This can be mitigated using digital watermarks, with limited results.
- **Public Opinion on Business Models** – Seeing as how information on the Internet is wholly free, the incorporation of a business model, such as online subscription, may turn away potential recipients of the published content.

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