Title:
Best practices for eMeeting

Word Count:
312

Summary:
The technology analysts agree that the eMeeting is the WEBconference application
that must experience the strongest growth in the following years. The challenge
is clear: hold long distance meetings wherever you are anytime, with colleagues,
employees, partners and even with clients and prospects. Use to accelerate the
decision making process, improve collaboration or simply to inform and consult,
the advantages are there. In fact, it is to obtain a better synergy.

Keywords:
web presentation, webcast, teleconference, webinar, internet video conference,
audioconference, webconference, web conference, emeeting, skype,
software,training, sales, meeting, video conferencing, e-learning, customer
loyalty

Article Body:
Preparation
According to the number of participants, you will decide to broadcast the voice
through a normal telephone call or through an audioconference. In this regard,
we offer a free audioconference service in which the participants make a usual
long distance call with access points in Europe and America as well as in a
passage via Skype, with the necessary password to join in. The meeting's WEB
page is edited to display the order du jour. Other resources are offered, under
SERVICE, specially to detect the opening of an invitation e-mail ensure the
automatic resend to those whom have not confirmed their participation as well as
to convert an Excel file into an interactive board.

Progress
Several Conferenceware functionnalities can be used to profit from the
efficiency of an eMeeting. The same apply to the PowerPoint presentation and
screen sharing in order to be able to display Word or Excel documents, for
example. Also, several presenters may intervene under the guidance of a
conference master or president of the assembly and each of the participants
might be authorized to write on an interactive board or to make notes on a
presentation. The presenter can transmit to the participants any screen saver or
image or file, such as a report. While in meeting, a participant can virtual

raise his/her hand to show the intention to share something publicly or communicate privately with the presenter, just like whispering. Finally, a question might be submitted to consideration by vote and the results may be displayed or not, as wished by the presenter.

Follow up

The meeting's report indicates not only the participants but also the answers given to questions asked or votes taken. Moreover, by recording a meeting, in which voice and image are synchronized, the absentees could see it any time by getting the hyperlink and password required to replay it.