

Center for



Real Time Collaboration and Sharing



National Science Foundation Industry/University Cooperative Research Center for e-Design:
IT-Enabled Design and Realization of Engineered Products and Systems

Videoconferencing and Other Technology-based Tools for **'Virtual' IAB Meetings**

Janis Terpenney, Center Director



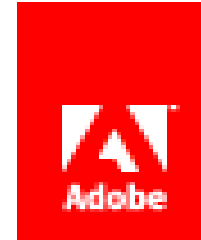
Context: Why did your center decide to try a form of electronic communication for a meeting?

- **Motivation: Center had experienced reduced face-to-face participation in IAB meetings**
 - Low or no travel budgets of members
 - Added time away from work with travel
- **Objectives**
 - Increase participation in IAB meetings
 - Use a mode that was synchronous, and reduce gathering input in an asynchronous manner

Technology: What technology did you decide to use and why?

- **Adobe® Acrobat® Connect™**

<http://www.adobe.com/products/acrobatconnectpro/>



- **Evaluation Procedure**

- Researched resources and experience available
- Evaluated a variety of technology options considering advantages, limitations, and cost

- **Selection Rationale**

- Availability and support at UCF
- Support for presentations, demonstrations, desktop sharing and group discussions
- Accommodates Defense Contractors and Gov't members
- Minimal Cost

Lessons Learned



● What Worked Well?

- Developed How-To-Guide for meeting participants
- Protocol for 3 software administrators during the meeting
- Used Center's website to post presentations, complete LIFE forms, and communicate meeting information
- Testing before the meeting
- Used phone for voice
- Best practices for meeting management followed
- Used Chat capability to communicate issues
- Invited local members to attend the meeting at their respective university

● What would you do differently next time?

- Coordinate last minute changes to presentations

Future Plans: Would you do this again, and why or why not?

- Overwhelmingly positive feedback from participants
- Yes, we plan to do this again
- Yet ... we all felt the loss of other communication and opportunities that emerge from being together
- We plan to conduct 1 face-to-face and 1 'virtual' meeting annually
- Will use technology at face-to-face meeting for those still unable to attend

