Videoconferencing and Other Technology-based Tools for ‘Virtual’ IAB Meetings

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**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