

Tools and platforms for video conferencing

Webinar

Vladimir Ivanov, expert of the EaP Civil Society Facility – Regional Actions project

Who We Are

Introduction on the Project
and overview of this webinar



What we do:

- We support the EU Delegations in their work with civil society;
- We partner with civil society organisations in the EaP countries to enhance their impact;
- We promote innovation and help CSOs develop digital tools for e-Democracy and e-Transparency through our hackathons;
- We produce tailor-made e-learning courses and webinars for civil society;
- We promote the role and work of civil society actors at all levels;
- We support young civil society leaders through the annual EaP Civil Society Fellowships;
- We provide cooperation and networking opportunities for civil society actors from the region.

The Eastern Partnership Civil Society Facility – Regional Actions is the EU-funded Project working with the six EaP countries (Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine) to promote the role of civil society actors in reforms taking place in their countries

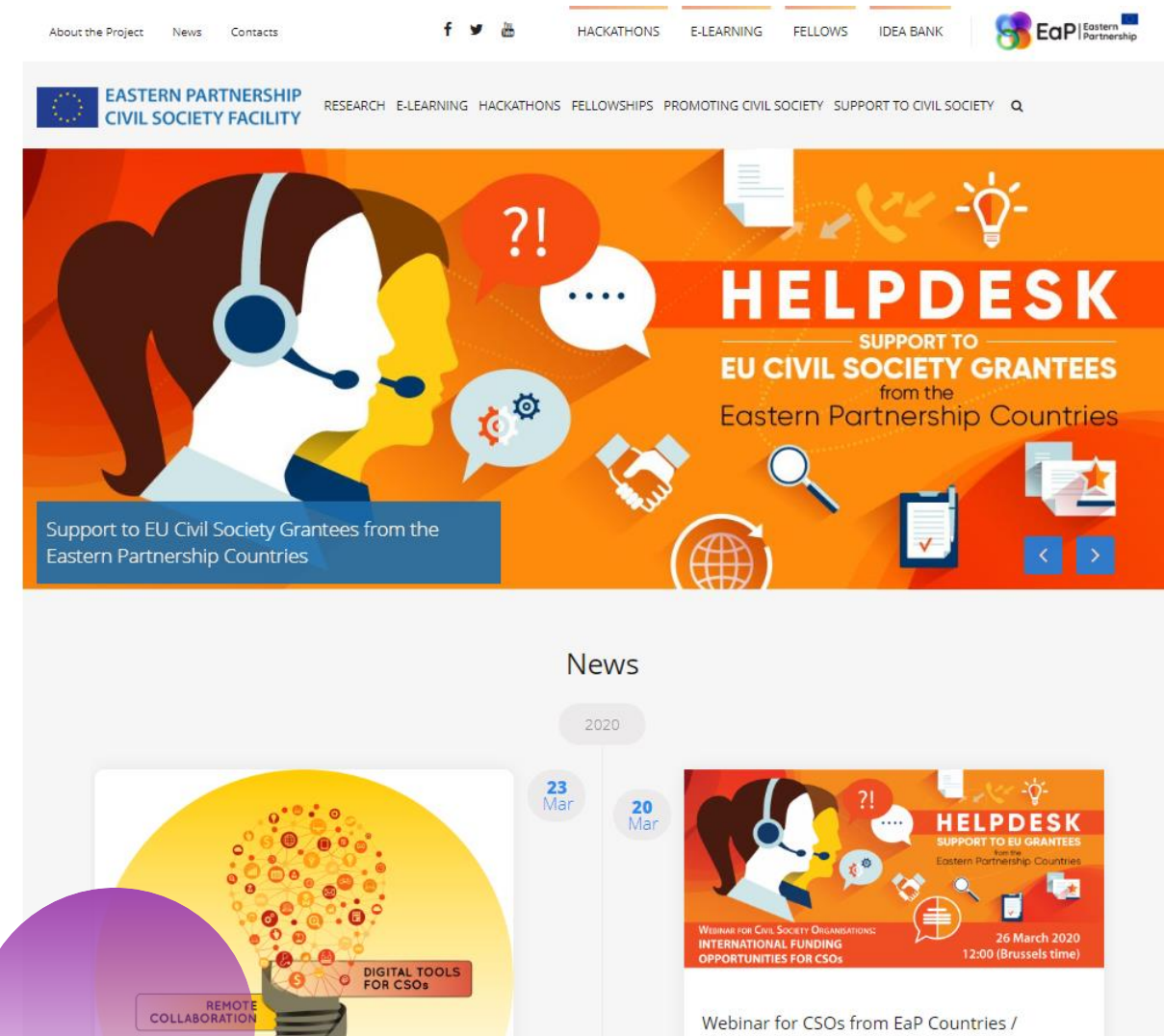
The Project is funded by the European Union and implemented by a consortium led by GDSI Limited (Ireland)

The Project runs from 2017 until 2020

We work along five areas:

1. **Mapping studies and research** for a better understanding of civil society organisations in the partner countries and their problems.
2. **E-learning courses and webinars** to strengthen civil society capacity and local impact.
3. **Hackathons to develop new ICT tools** to enable broader participation of civil society in decision making processes
4. **Better communication** for high-impact civil society work to improve the image of civil society work and learn how to communicate it better
5. **Civil Society Fellowships** for future leaders in key sectors to enable them to drive changes

Learn more at <https://eapcivilsociety.eu/>



The screenshot shows the website for the Eastern Partnership Civil Society Facility. The top navigation bar includes links for 'About the Project', 'News', 'Contacts', 'HACKATHONS', 'E-LEARNING', 'FELLOWS', and 'IDEA BANK'. The main header features the facility's name and a search bar. The primary banner is for a 'HELPDESK' service, supporting EU Civil Society Grantees from Eastern Partnership Countries. Below this, a 'News' section displays a calendar for 2020 with two entries: '23 Mar' and '20 Mar'. The '20 Mar' entry features a thumbnail for a webinar titled 'Webinar for Civil Society Organisations: INTERNATIONAL FUNDING OPPORTUNITIES FOR CSOs' on 26 March 2020 at 12:00 (Brussels time). Another thumbnail shows 'DIGITAL TOOLS FOR CSOs' with 'REMOTE COLLABORATION'.

Digital Tools for CSOs for Remote Collaboration + WEBINARS

- **We've put together a list of digital tools** that can help you in these difficult times and, on the longer-term, can enable a better transition towards different ways of working: <https://bit.ly/2WSSiNi>.
- We are organising a **series of webinars** to help you learn more about some of the most used tools and solutions for distant work, online communication and collaboration
- Today we will talk about **tools and platforms for video conferencing**, such as Zoom, WebEx, Jitsi, we will go through their specific features and limitations and test them.
- You will be able to try them in real time by creating an account, sending invitations, etc.

With the COVID-19 pandemic affecting the entire world, we are all faced with changing the ways we work and we interact within our teams and with our beneficiaries.

Working remotely in small teams, organizing webinars or livestreaming events will become the norm. And now is the time to get yourself acquainted with the digital tools out there and discover how you can improve your collaboration.

What Is Offered?

Short review of some key platforms for organising online meetings and webinar

[Strange] Terminology

- **Host and co-host:** Host controls allow you as the host to control various aspects of the online meeting, such as managing the participants. The co-host feature allows the host to share hosting privileges with another user, allowing the co-host to manage the administrative side of the meeting, such as managing participants or starting/stopping the recording.
- **Presenter:** A person who delivers a presentation at a webinar or an online meeting
- **Share screen:** Rather than going through the hassle of uploading, sending, and downloading files for others to see, screen sharing provides an easy way to present to your group members in real time during your online meeting.

Share Your Screen When...

- ✓ Doing online presentations
 - ✓ Holding live demonstrations
 - ✓ Leading web tutorials
 - ✓ Troubleshooting issues on your computer
- **Demonstrate file:** similar to sharing your screen, you can select the option of showing only one file, for instance, your presentation.



[Strange] Terminology

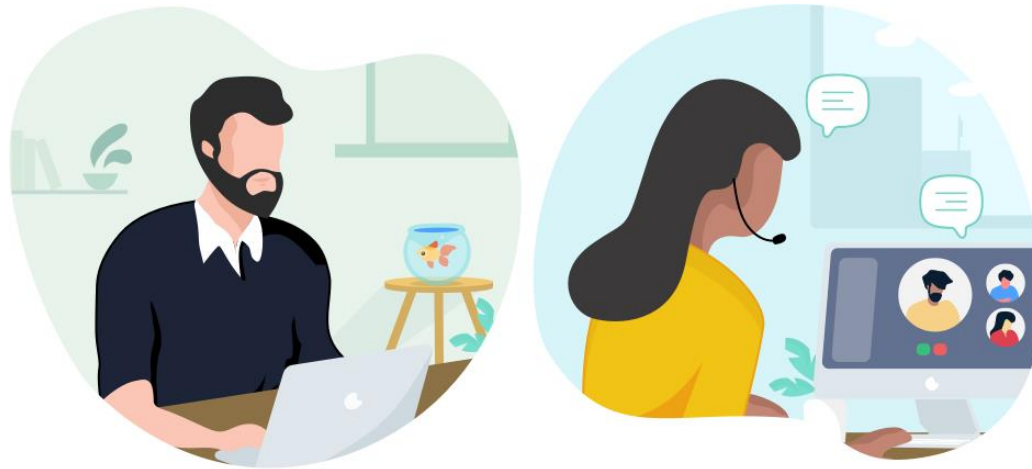
- **Files Sharing** While screen sharing is certainly a useful tool during online presentations and demos, sometimes it's necessary for your **participants to be able to access documents themselves**. Much like sending a file attachment via email, uploading documents during a web conference allows your meeting participants to download and edit files on their own devices.

Share a Document When...

- Everyone needs a “hard copy” of the document
 - You need to distribute files for a project
 - You're submitting your work during a web conference
 - Your screen share is too choppy due to a bad internet connection
- **Chat** (common or personal): Ability to exchange text messages during a webinar or online meeting
 - **Interactive whiteboard**: similar to physical flipchart or whiteboard, it allows you to effectively present your ideas and creatively interact with webinar participants
 - **Type of solution**: (in-browser vs. desktop / mobile application vs. installed on server): The format in which the software implements the functions of a webinar or online meeting
 - **Tutorial**: A detailed guide on how a particular software solution works.

Online Meetings vs. Webinars

- The Meeting and Webinar platforms offer similar features and functionality but have some key differences.
- **Meetings** are designed to be a collaborative event with all participants being able to screen share, turn on their video and audio, and see who else is in attendance.
- **Webinars** are designed so that the host and any designated panelists can share their video, audio and screen. Webinars allow view-only attendees. They have the ability to interact via Q&A, chat, and answering polling questions. The host can also unmute the attendees.



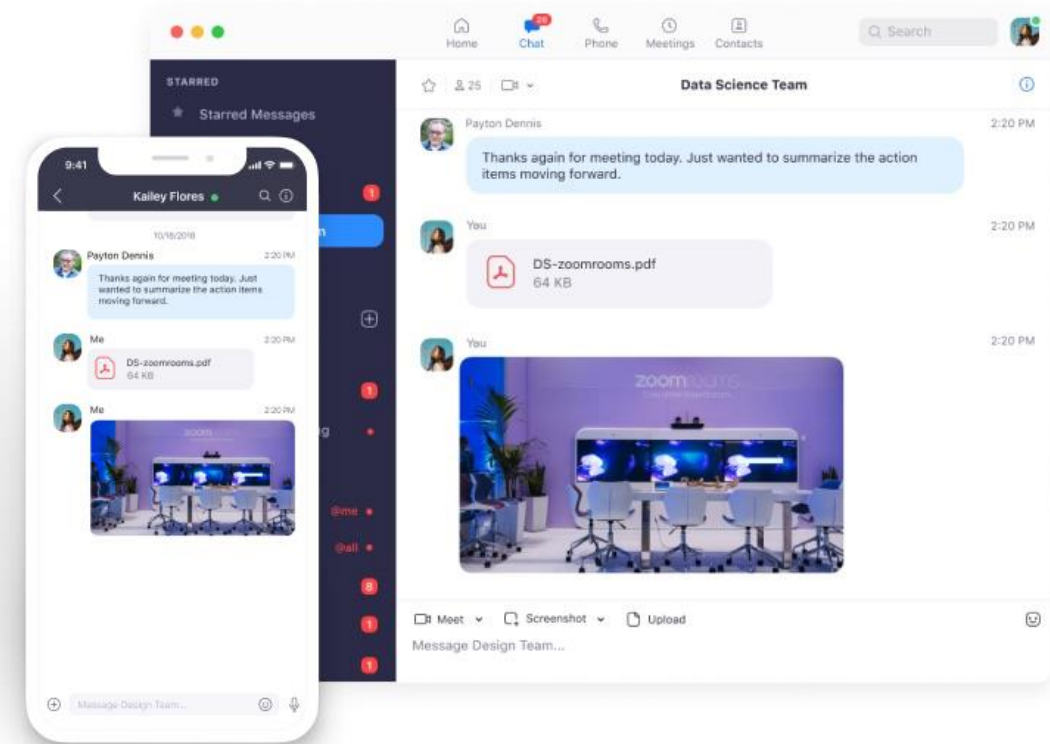
Short review of the online meeting and webinar platforms

Title & link	Main application	Key features	Limitations
Skype: https://www.skype.com/	For team calls	<ol style="list-style-type: none">1. Free for individual use2. Chats and calls/video calls3. Polls and files transfer4. Calls to phone numbers (paid)5. MeetNow option (for those without skype account)	Maximum # for a group call is 50; Skype account and installed app are required
Whereby: https://whereby.com/	For team video calls	<ol style="list-style-type: none">1. Video meetings in the browser, no downloads & no logins for guests2. Secure and anonymous	Free account allows for 1 room, 4 participants max
Jitsi: https://jitsi.org/	Video conferencing with a team	<ol style="list-style-type: none">1. Can be downloaded, adapted and deployed on a CSO's server2. Has a platform for video conferencing: https://meet.jit.si/3. Has desktop and mobile (Android and iOS) applications	As a free open source solution it has some bugs (e.g. unexpected problems with Bluetooth headsets)



Short review of the online meeting and webinar platforms (Larger online meetings and webinars)

Title & link	Main application	Key features	Limitations
Zoom: https://zoom.us/	Zoom is one of the most popular video meeting / video conferencing applications today.	<ol style="list-style-type: none">1.Enable quick adoption with meeting capabilities that make it easy to start, join, and collaborate across any device2.Supports for up to 1,000 video participants and 49 videos on screen3.Possibility to record meetings locally or to the cloud, with searchable transcripts4.Supports scheduling or starting meetings from Outlook, Gmail, or iCal5.Team chats with groups, searchable history, integrated file sharing, and 10 year archive.	<p>Free account allows only up to 100 users up to 40 min.</p> <p>The optimal professional solution for small teams (Includes 100 participants, meeting duration limit is 24 hrs, advanced user management features, advanced reporting features, 1GB of MP4 or M4A cloud recording, Skype for Business (Lync) interoperability, etc.) costs € 13.99/mo/host</p>



Short review of the online meeting and webinar platforms (Larger online meetings and webinars)

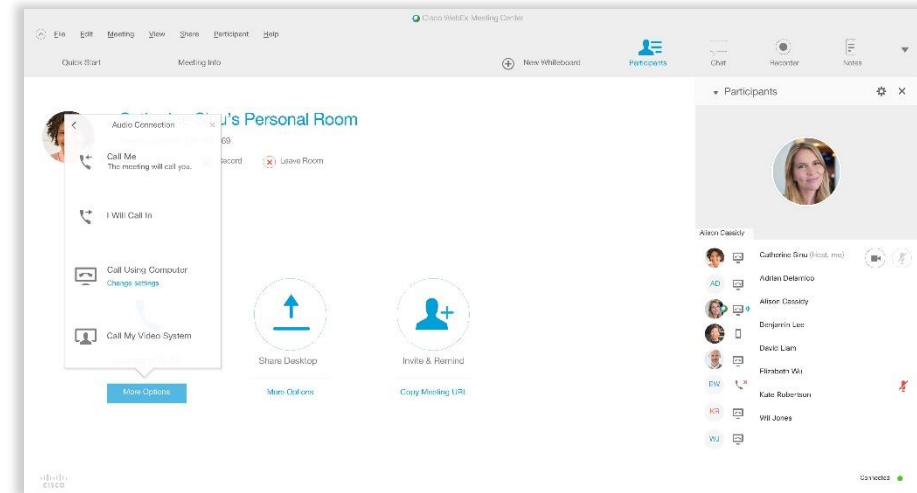
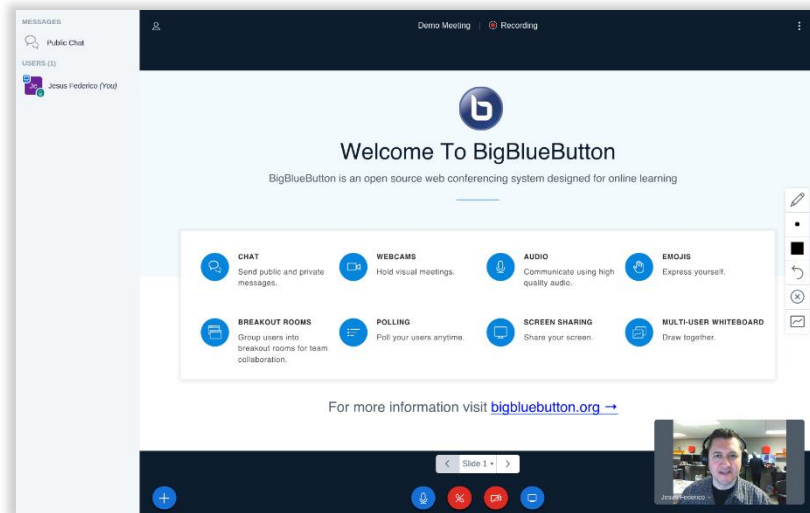
Title & link	Main application	Key features	Limitations
Zoho Meeting: https://www.zoho.com/meeting/ Zoho Webinars: https://www.zoho.com/meeting/webinar-software.html	Popular online meeting and webinar solution	<ol style="list-style-type: none">1. No downloads are needed. Allows to launch or join meetings and webinars right from a browser.2. Audio, video, and screen sharing. Allows adding context to a talk by sharing screens, applications, or a connected monitor to deliver presentations and demos.3. Meetings/webinars recording. Allows storing and playing recordings online, sharing them with a link, or downloading to any local storage	Free account allows only 2 attendees for meetings and 10 for webinars, excludes international dial-in numbers, keyboard and mouse sharing, meetings/webinars recordings, some nice integrations features, widgets and useful add-ons, etc.



A screenshot of the Zoho Meeting interface. On the left is a vertical sidebar with icons for 'Invite Attendee', 'Attendees', 'Chat', 'Start Sharing', 'Lock Meeting', and 'Exit'. The main area is titled 'Attendee List' and contains a table of participants. At the top of the list are 'Mute all' and 'Unmute All' buttons. The participants listed are: 'Me PRESENTER' (with a green microphone icon), 'Jordan James', 'Alicia Banks', 'Amy Adams', 'William Stone', and 'Jeff Stevens'. A context menu is open over 'Jeff Stevens', showing options: 'Give control', 'Mute audio', and 'Remove'. To the right of the list is a panel titled 'Invite Attendee:' with an input field for 'Attendee Email', the text 'or Share this link with your attendees', and a link input field containing 'https://meeting.zoho.in/join?key=*****'. Below this is a video thumbnail of a man wearing a headset, with icons for mute, video, and chat below it.

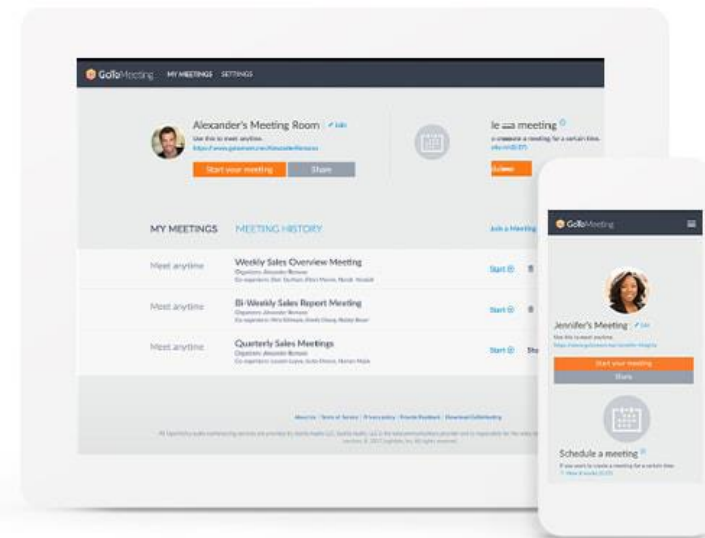
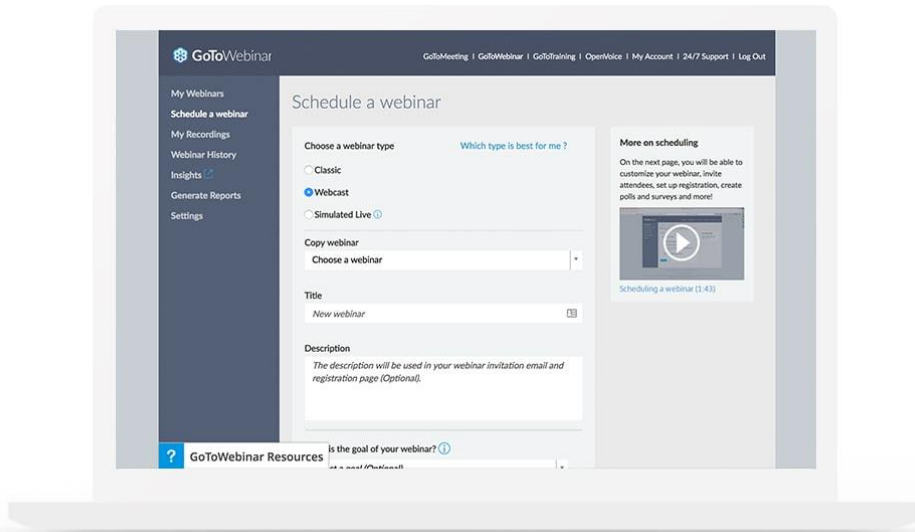
Short review of the online meeting and webinar platforms (Larger online meetings and webinars)

Title & link	Main application	Key features	Limitations
BigBlueButton bigbluebutton.org/	BigBlueButton is a web conferencing system designed for online learning	<ol style="list-style-type: none">1. Enables to share audio, slides, chat, video, and desktop with attendees2. Live whiteboard for presenters and groups.3. Everyone can share a webcam: no limit on the number of webcams shared in a session (only limited by bandwidth).	<p>More tailored for usage in a traditional education.</p> <p>Requires adaptation and installation at a CSO's server</p>
WebEx www.webex.com/	This is primarily a video conferencing suite that also caters for webinars and other live events.	<ol style="list-style-type: none">1. Webinars and video conferencing: free account now allows for up to 100 participants / unlimited time of a meeting.2. Chat and brainstorming tools: interactive whiteboard and other tools for collaboration.3. File sharing: The ability to share files and apps for a better workflow.4. Nice interactions with other popular applications and lots of great add-ons.	<p>Free version excludes recording transcriptions, limits cloud storage to 1GB.</p> <p>Excludes MP4 meeting recordings</p> <p>Paid plans start from 12.85€ per month per host</p>



Short review of the online meeting and webinar platforms (Larger online meetings and webinars)

Title & link	Main application	Key features	Limitations
<p>GoToWebinar: https://www.gotomeeting.com/en-ie/webinar</p> <p>GoToMeeting: https://www.gotomeeting.com/</p>	<p>GoToWebinar is a popular webinars platform that allows to stream live webinars and send recordings to attendees once it's finished.</p>	<ol style="list-style-type: none">1. Live webinars: Possibility to host live webinars and share recordings with participants later on.2. Custom landing page forms: To encourage people to sign up for webinars.3. Email notifications: To remind people about a webinar event.4. Possibility to use live chat, polls and send files to audience members during a webinar.5. Analytics: Reporting and analytics on a webinar performance.	<p>It's a solid platform but it comes with fewer features than many other popular solutions and users don't get any of the automation or scheduling features of them.</p> <p>Only paid versions. Free trial for 7 days (GoToWebinar)/ 14 days (GoToMeeting)</p> <p>The main frustration with GoToWebinar is the restrictions on its packages. For example, on the Starter plan, the user is limited to 100 participants per webinar and prices drastically increase if there is a need to increase those limits.</p>

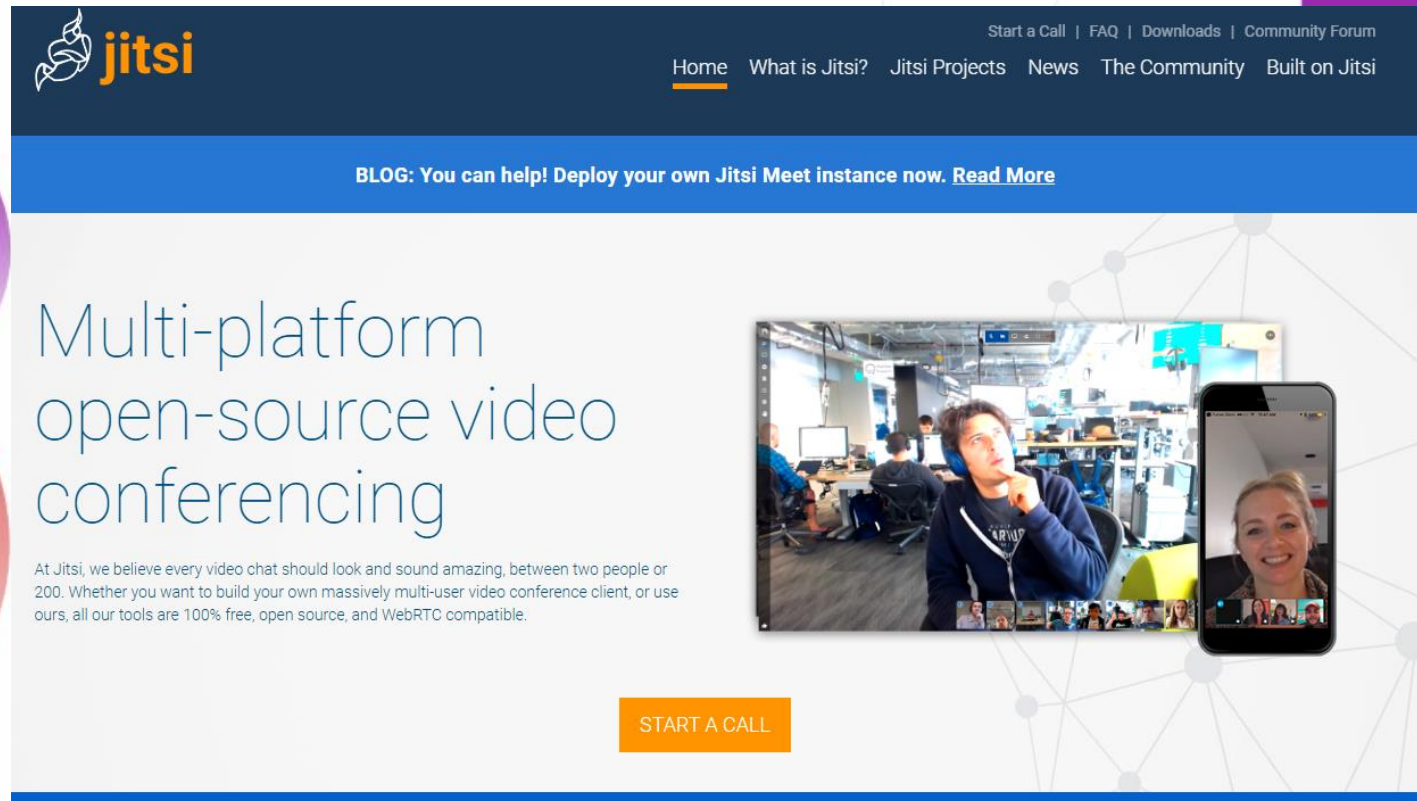


How Does It Work?

Live demonstration of three platforms:
Jitsi, Zoom, WebEx

JITSI: <https://jitsi.org/>

Simple how-to video: <https://youtu.be/3swcMBTj6mg>



The screenshot shows the Jitsi website homepage. At the top left is the Jitsi logo. To its right is a navigation menu with links for 'Start a Call', 'FAQ', 'Downloads', and 'Community Forum'. Below this is a secondary menu with 'Home' (underlined), 'What is Jitsi?', 'Jitsi Projects', 'News', 'The Community', and 'Built on Jitsi'. A blue banner below the navigation contains the text 'BLOG: You can help! Deploy your own Jitsi Meet instance now. [Read More](#)'. The main content area features the heading 'Multi-platform open-source video conferencing' in a large, light blue font. Below the heading is a paragraph: 'At Jitsi, we believe every video chat should look and sound amazing, between two people or 200. Whether you want to build your own massively multi-user video conference client, or use ours, all our tools are 100% free, open source, and WebRTC compatible.' To the right of the text is a composite image showing a man in a blue hoodie in a video call window, a smartphone displaying a woman's video call, and a grid of smaller video call thumbnails. At the bottom right of the main content area is an orange button that says 'START A CALL'.

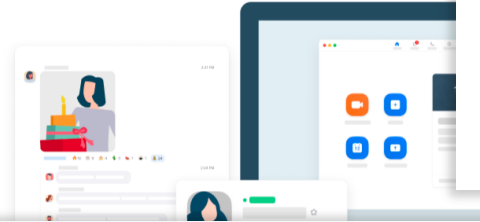
ZOOM: <https://zoom.us/>

<https://zoom.us/docs/en-us/covid19.html>

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES JOIN A MEETING HOST A MEETING ▾ SIGN IN

Support during the COVID-19 pandemic

This site is here to help you most effectively use Zoom as we all navigate the coronavirus pandemic.



ATTEND

[Live Daily Demos](#) →

[Upcoming Webinars](#) →

WATCH

[Zoom Video Tutorials](#) →

[On-Demand Zoom Training Sessions](#)
→

READ

[Best Ways to](#)

1 Effective Remote Working

2 Educating Over Zoom

3 Hosting Virtual Events

Here are the best practices for moving your in-person events to virtual ones:

READ

- [Blog: Best Practices for Hosting a Digital Event](#)
- [Blog: How to Keep People From Crashing Your Zoom Event](#)

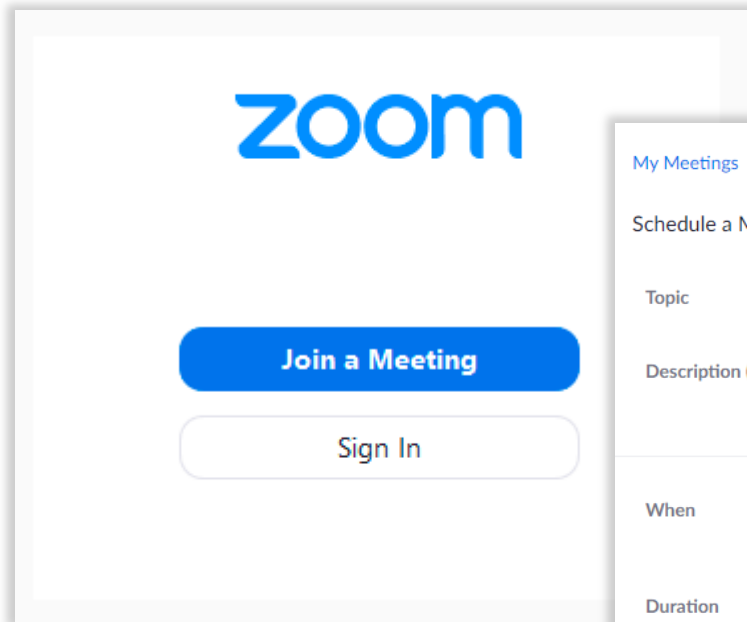
Ready to take your in-person event online? Zoom is here to help.

WATCH

- [Best Practices for Hosting Digital Events](#)

ZOOM: Live Demonstration

Nice how-to video: <https://youtu.be/fMUxzrgZvZQ>



My Meetings > Schedule a Meeting

Schedule a Meeting

Topic

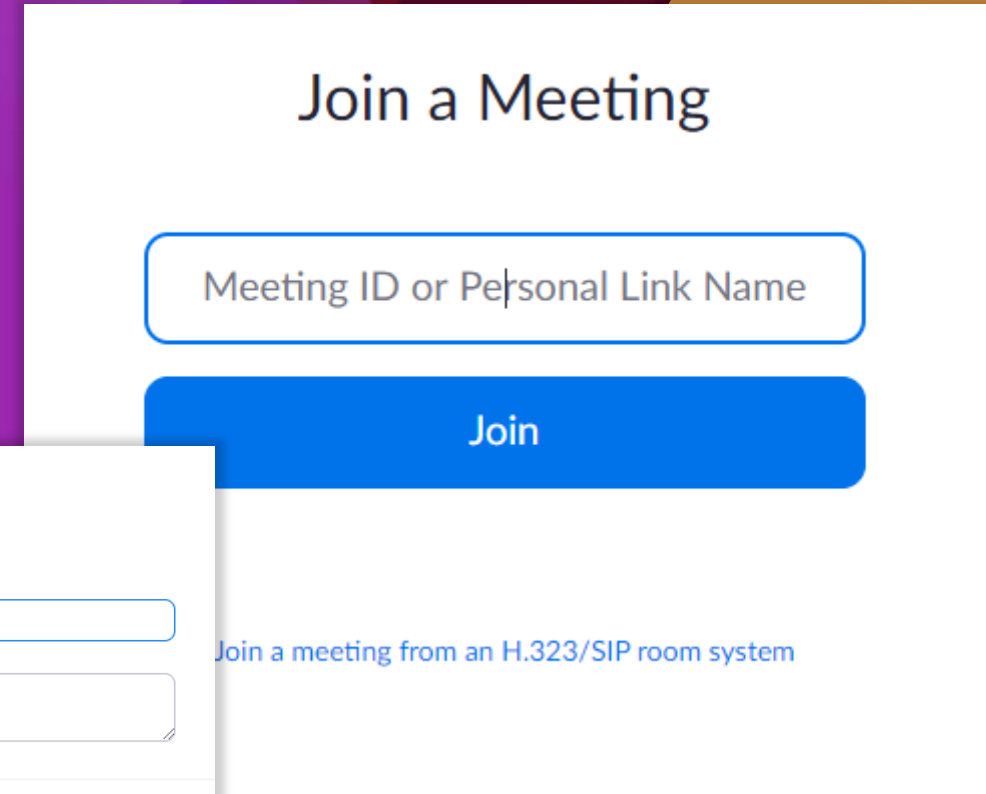
Description (Optional)

When

Duration hr min

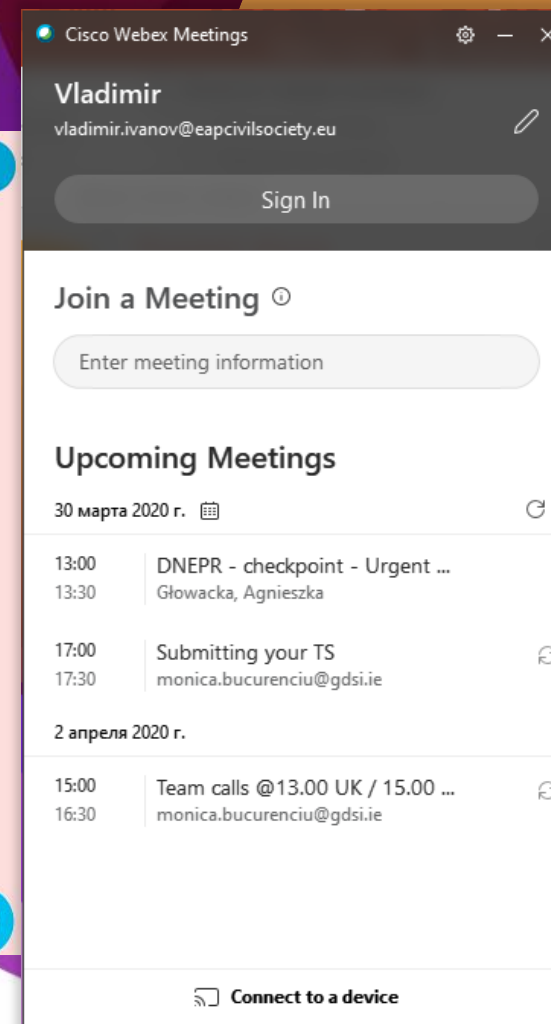
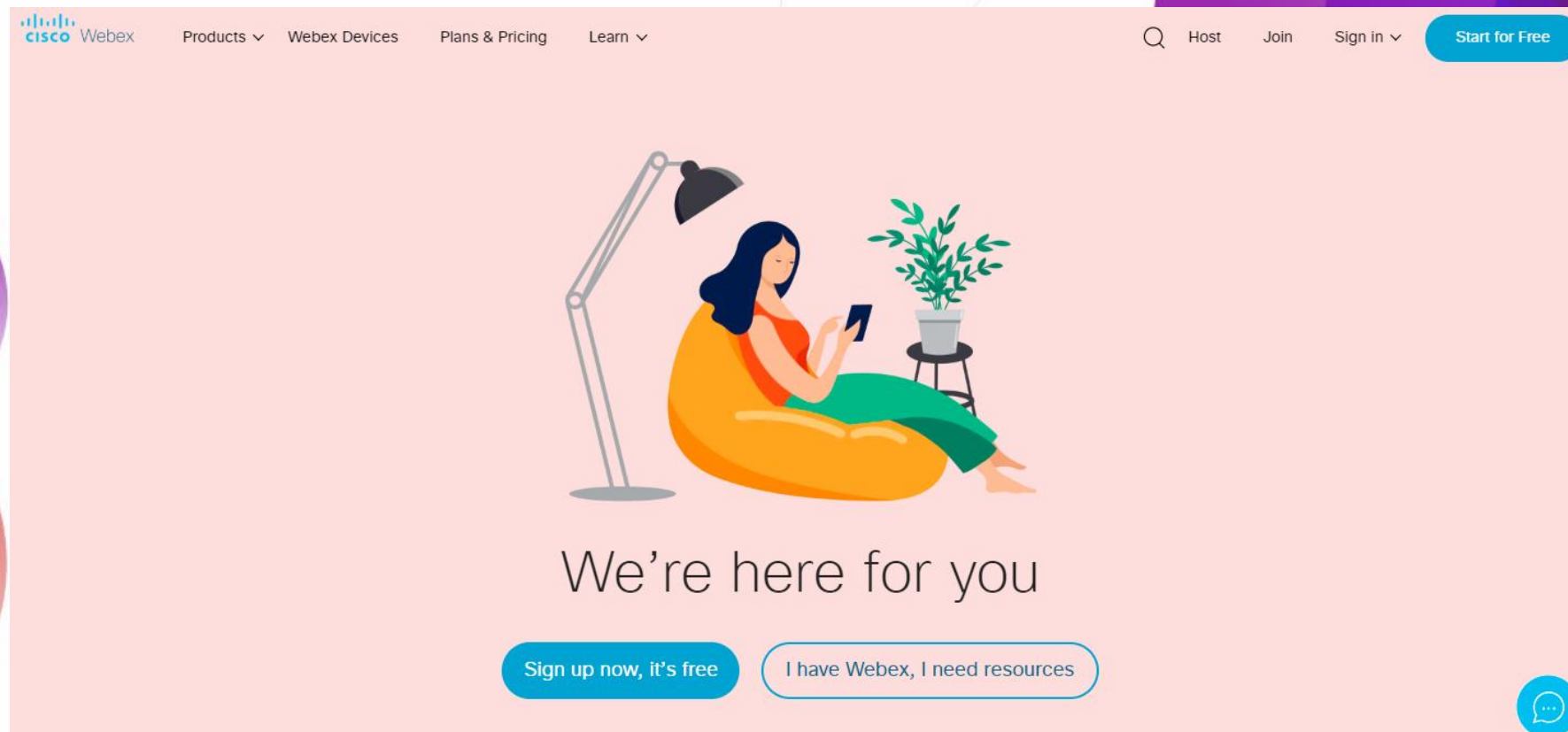
Time Zone

Recurring meeting



Join a meeting from an H.323/SIP room system

WEBEX: <https://www.webex.com/>



Nice how-to video: https://youtu.be/60lX_A3Inqo

Questions? Volunteers?

Who is the bravest?

Thank you for your attention!



Project Regional Office:

7 E.Chavdar str., Office 214,
02072 Kyiv, Ukraine



+38 063 376 55 46



welcome@EaPCivilSociety.eu



www.EaPCivilSociety.eu

Follow-up questions:

Vladimir Ivanov

vladimir.ivanov@eapcivilsociety.eu



GDSI Office:

Block 15, Galway Technology Park
Parkmore, Galway, Ireland



+353 91 761 000



consulting@gdsi.ie



www.gdsi.ie