INTERNATIONAL STANDARDIZATION
TUTORIAL

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STUDY GROUP SPECIAL G – CONTRIBUTION # 4

Source: Senegal

Title: Support for electronic meetings

Introduction
Communications has evolved throughout the years. The advent of Internet has paved the way for the simplification and ease of how we communicate with each other around the world. The importance of face-to-face meetings has been well understood but the trend is rapidly shifting to electronic meetings.

The ITU has seen the benefits and advantages of ICT and is ready to make the necessary changes in the system/process, particularly on international and local meetings, by means of e-meetings.

Discussion
An e-meeting is less expensive compared to a face-to-face meeting in terms of costs for travel, meals and accommodations. The participants do not need to travel from one place to another or even leave the office. In e-meetings, participants are engaged in in-depth and more focused discussions.

However, there are limitations involved in e-meetings. It can only accommodate small groups since large number of participants is not easy to manage. There is no social interaction making it almost impossible to establish rapport amongst each other.

The purpose of providing ICT support for facilitation is essential to improve productivity and increase the effectiveness of e-meetings. There are different e-meeting tools/systems which offer integrated components for services like editing (of group documents), whiteboard sessions, one-to-many presentation and real-time discussions among others that can be adopted by ITU to achieve the above-mentioned goals.

As technology improves, e-meetings have been accepted and embraced by the people/organizations. Everything is kept in one place and it is accessible anytime, anywhere, and by anybody who is authorized to join these e-meetings.

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