Electronic / Video Conferencing

**How it works:**
- Employees are connected online via DSL Internet connection.
- Images of the employees appear on the screen.
- Large screen/projector to see other participants.
- Employees who speak can be heard by all the other employees in the conference.
- Employees can work from home.
- conferences can be arranged quickly.

**Hardware needed:**
- Router: to transmit data to participants (computers).
- Web Cam/Small Video camera: to input/capture video.
- Microphone: to input voices of participants.
- Microphone: to input voices of participants.
- Speaker: to output voices to participants.
- Large screen/projector: to see other participants.
- Sound card: allows the transmittal of sound.
- Modem: allows transmission.

**Advantages:**
- Saves on hotel bills.
- Less waste of paper.
- Can share ideas.
- Can see visual expressions.
- Easy to find information.
- Access to a huge database of information.
- Easy to share ideas.
- Companies do not have to pay for conference room facilities.
- Can work from home.

**Disadvantages:**
- Can seem impersonal, loss of personal/social contact.
- Equipment can fail and break down.
- Can be very long.
- Employees who speak can be heard by all.
- Cannot sign documents officially.
- May not be readable when it arrives.
- Can be slow turnaround times.
- Requires a Username & Password.
- Requires an encryption key/software to encrypt.
- Causes data to be scrambled/encoded.

**Encryption:**
- Protects sensitive data.
- Ensures confidentiality.
- Results in data which is not understandable/readable.
- Requires an encryption key/software to decrypt.
- Ensures confidentiality.
- Results in data which is not understandable/readable.

**Fax (Facsimile):**
- Easy to find information.
- Loneliness can join chat rooms/bulletin boards.
- Access to a huge database of information.

**Advantages:**
- Can be confident message will only go to the correct person (if addressed correctly).
- Instant message sending.
- Instant message sending.
- Easier to send large documents.
- If message is sent, it can be read from any location.
- Can be read from any location.
- More secure.

**Disadvantages:**
- Can be slow turnaround times.
- Requires an Internet connection.
- Requires Internet connection.
- Does not have to worry about person being out.
- Might lose the personal touch.
- Might have to type addresses more carefully.
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