

Video Conferencing

Definition:

Video conferencing is when computers are used to provide a video link between two or more people. Previously people made conference calls by logging into a telephone-based system and several people could speak on a telephone call at any one time. Video conferencing aims to provide this same service, but with the added addition of video, so people can see each other as they speak.

Equipment Needed to Carry Out a Video Conference:

To carry out a video conference, a range of equipment is needed. This includes:

- a computer system
- a web cam
- a microphone
- speakers
- a good broadband connection
- video conferencing software.

Advantages and Disadvantages of Video Conferencing:

Advantages	Disadvantages
Employers do not need to pay expenses for employees to travel to meeting venues.	A video conferencing system that is suitable for business use can be very costly to buy initially.
Meetings can be carried out, without the need to travel, between employees from many different offices.	Employees may be in different time zones and this could mean that some employees will need to be present for the conference outside working hours.
People can be seen as well as heard, so additional conversation aspects can be seen, such as body language.	It may not be possible to see all people involved in the meeting at the same time, using the camera. This would not happen in a face to face meeting.
Documents can be shown, shared and emailed. This can encourage the generation of ideas from employees.	If any person's equipment breaks down they are not able to be part of the meeting and may miss vital contribution.
	A very reliable and fast internet connection is required to effectively carry out a video conference. This can be an extra cost.