

**Interreg
Europe**



European Union | European Regional Development Fund



Project meetings online



communication@interregeurope.eu

12 May 2020 | Webinar



1. Stakeholder meetings
2. Project learning event
3. Tools: Zoom, Webex, MS Teams
4. Internal communication with MS Teams
5. Tips to run a successful online conference / event

Use of online tools in stakeholder meetings

Brid Greenan
Next2Me project



Objective of the meeting:

To discuss the potential for cooperation and solutions to increase the attractiveness of the Midlands Region as a place to live, work and visit, using digitalisation measures.



Next 2 Met Online Meeting:

Number of participants: 28 Stakeholders

Profile of participants : Midland stakeholders/EU Partners

Duration: 2 hours

Tools used: Microsoft Teams & www.mentimeter.com



How it worked:

- Housekeeping
- Instructions on how to use Mentimeter
- Round of introductions
- Chat feature
- 6 short presentations/speakers
- 20 questions/polls.



What worked well:

What worked well:

Stakeholders adhered to housekeeping & logged in early

Setting up roles e.g. moderator & communications

Did not log in through VPN?

Mentimeter worked extremely well -

Embedding slides into Mentimeter also good.

Feedback after the meeting:

“Excellent meeting today and very informative for me as I’m new in this role and have not been based in the Midlands previously. Can you imagine the carbon savings we made today let alone the time savings by not travelling to a central location, food for thought moving forward!”

Midland Stakeholder Chamber of Commerce



How to transfer physical project learning event into online?

Nicolo Tudorov
GPP Stream project





Challenges and opportunities using Zoom, Webex, MS Teams

Emilija Stojmenova
CARPE DIGIM project





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Challenges and opportunities using Zoom, Webex, MS Teams

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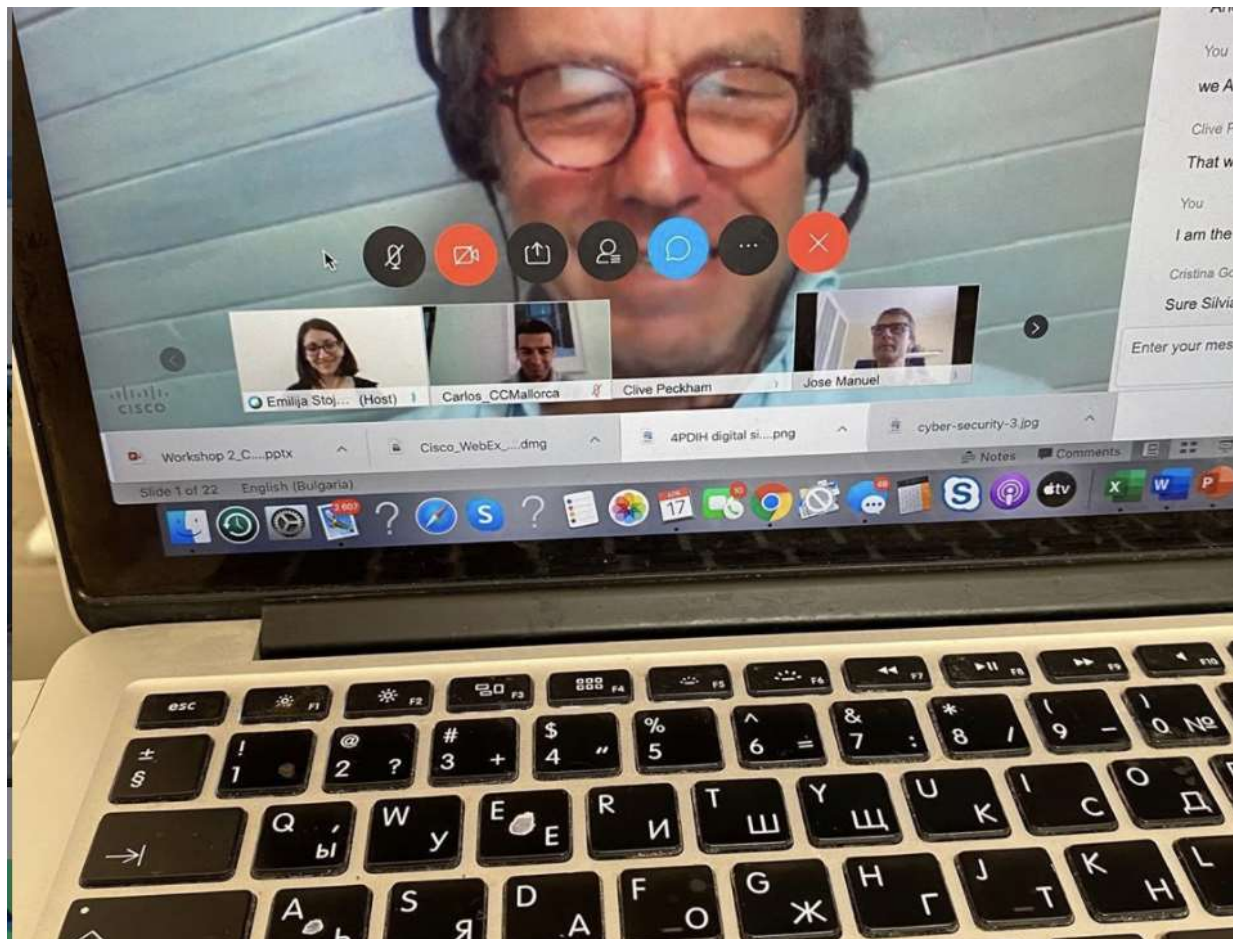
Univerza v Ljubljani



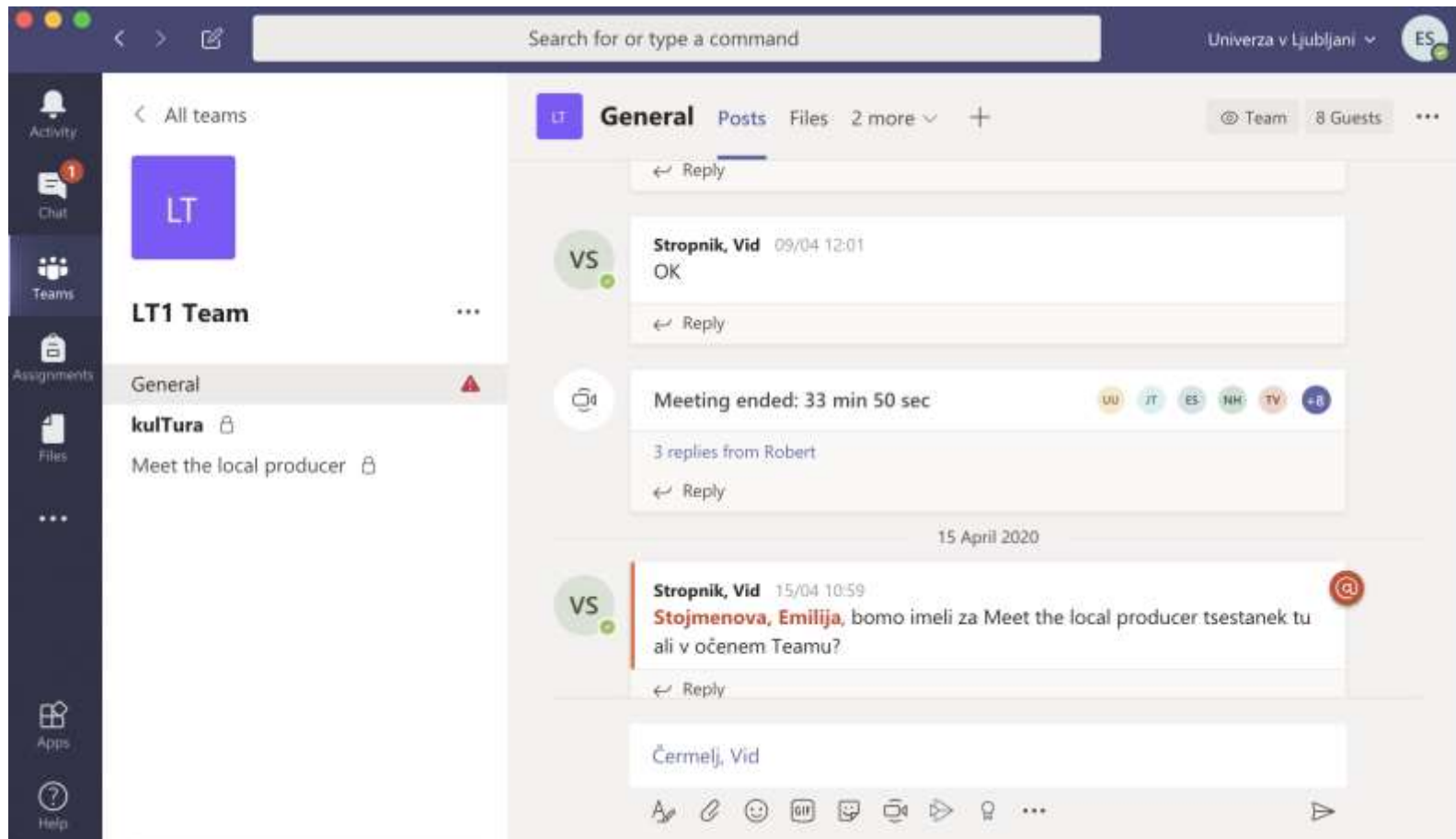
Project meetings online

The screenshot shows a Zoom meeting interface. On the left, a presentation slide is displayed with a dark blue header and a light blue body. The header contains the title 'Organizacija spletnih srečanj' in white text. The body contains a 'Program:' section with two parts: '1. del: Inštitut za lokalno samoupravo Maribor, doc. dr. Boštjan Brezovnik (10 min) Pravna podlaga in postopkovna pravila za izvedbo sej občinskih svetov na daljavo z uporabo videokonferenčnih orodij.' and '2. del: 4P DII, Jure Trilar (10 min) Predstavitve in prikaz tehnične rešitve za ustvarjanje sestankov in webinarjev z izbranim orodjem.' followed by a list of bullet points: '- Gostiteljska administracija: Ustvarjanje sestanka z aktivnimi sodelujočimi', '- Gostiteljska administracija: Ustvarjanje webinarja z panelisti in poslušalci', and '- Scenarij prejema vabila in sodelovanje vabljenega'. Below the list is the text 'Vprašanja in odgovori po vsakem vsebinskem sklopu'. On the right side of the Zoom window, there are two video thumbnails showing participants. The main content area of the Zoom window displays the logo of the 'Skupnost občin Slovenije' (Association of Municipalities and Towns of Slovenia) at the top, followed by the coat of arms of the Republic of Slovenia and the text 'REPUBLIKA SLOVENIJA DRŽAVNI SVET'. At the bottom right, there are logos for 'Lex Localis' and a stylized 'DII' logo.

Meetings with Regional Stakeholder Group - Zoom



Meetings with project partners - Webex



Meeting with PA – MS Teams

Questions to ask

1. **How easy is it to use?**
2. **What's the onboarding process like?**
3. **Does it integrate with our existing technology?**
4. **Does the tool offer features that meet our needs?**
5. **Is it reliable?**
6. **Is it safe?**
7. **How much does it cost?**



<https://4pdih.com/en/remote-productivity/>



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Thank you!



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Internal communication workflow with MS Teams



Samuel Isaksson
CARPE DIGIM project



Internal communication workflow using MS Teams

Samuel Isaksson

Business developer & legal advisor at eXpression Umeå, Sweden

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12 May, 2020

Policy for internal communication

- **Teams** is our priority channel for written communication between colleagues
- **Mail** is used for communication with external parties
- **Zoom** is the priority channel for video conferences with more than 4 people, for fewer participants we use Teams

Chat group vs channel

Chat group

- Messages that demand quick response and have a more general character

Channel

- Messages that do not call for direct attention however has operational importance

Tips to improve MS Teams workflow



Name your channel chats and exchanges



Use SharePoint to store and share files



Use the mobile app for on-the-go messaging



Integrate Microsoft Planner for simple task management within Teams

Cons to using Teams



DIFFICULT TO
TRANSITION FROM
OLD MAIL HABITS



STRUCTURE OF
FILES CONFUSE
USERS



NON-OPTIMAL
ONLINE MEETING
EXPERIENCE



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Thank you!

Questions welcome



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5 tips to run a successful online conference / event

Trang Nguyen
ECoC-SME project



Online conference

the Good, the Bad & the To-do

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ACTIONS FOR INDUCING SME GROWTH AND INNOVATION VIA THE ECoC EVENT AND LEGACY

The project utilises the **European Capital of Culture (ECoC)** event and its potentials to strengthen and diversify local SMEs by facilitating innovative cross-sector cooperation and networking.



Pros

- ✓ Cheap, easy & handy
- ✓ Easy to keep recordings
 - * Ask for permissions first!
- ✓ Interreg exchange at your fingertips



Cons

- ✗ Distractions & technical disruptions
- ✗ Lack of informal exchanges between participants
aka the "coffee break chat"



1

Engage each participant group in a short time

- Assign roles
- Interactive features (polls)
- Switch presenters



2

Prolong your audiences' attention span

- Different faces
- Different voices
- Different tones



3

An agenda is already too long

- 1 introduction
 - 2 ~~_____~~
 - 3 ~~_____~~
 - 4 ~~_____~~
- 

List catchy and relatable key points



4

A smaller group



Adding tools bit by bit



A shorter meeting



START SIMPLE

5 FACILITATE INFORMAL EXCHANGE

Always have a

plan B



Thank you!

any question?



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9 Jun 2020

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<https://www.interregeurope.eu/europecooperates/>



Good luck!

And keep safe from the virus!

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