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: MicrosoftTeams & www.mentimeter.com

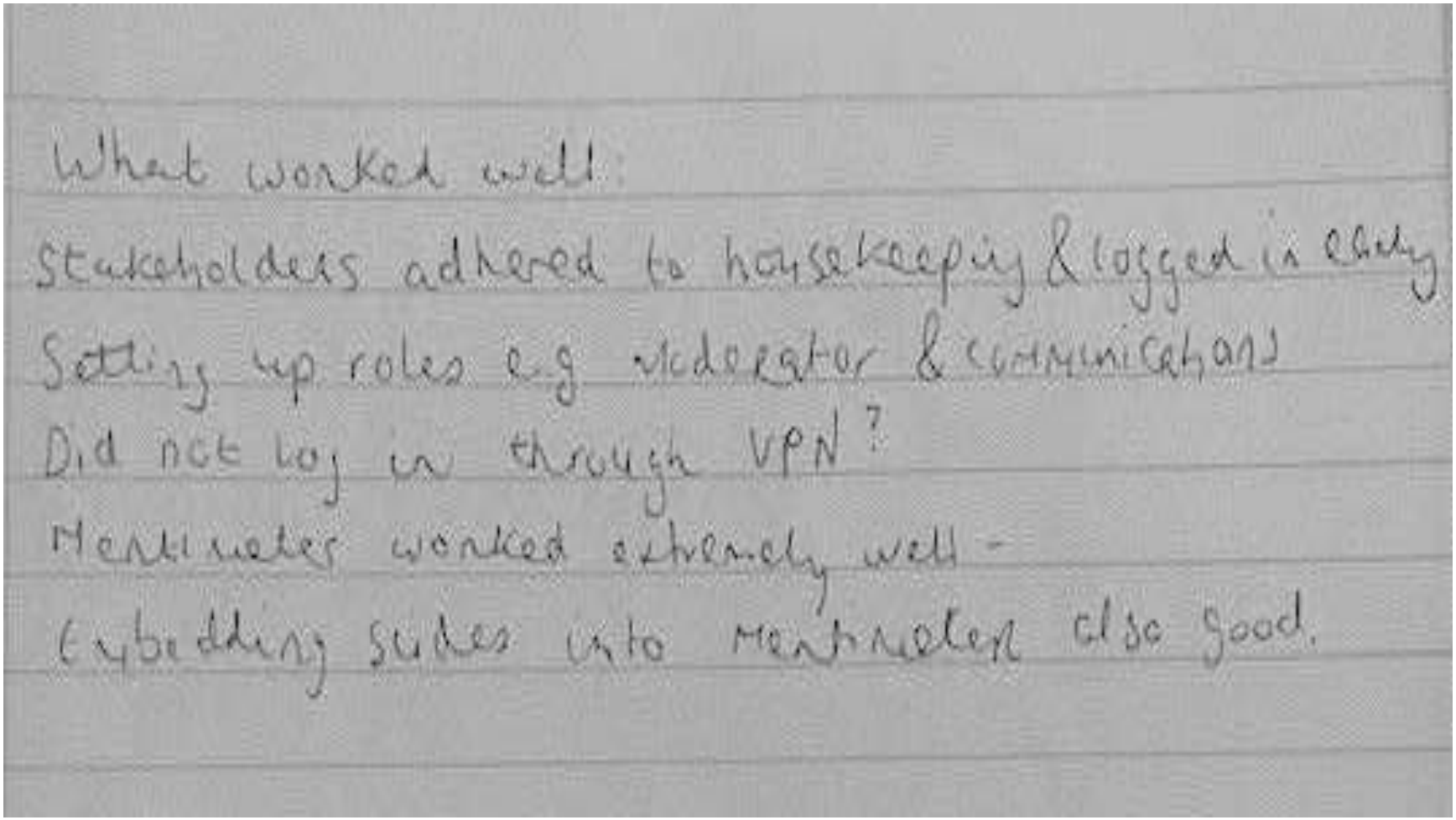
How it worked:

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

How stakeholders interacted:

Name 3 things that you like about living/working/visiting the Midlands.

What worked well:



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

CARPE DIGEM

Interreg Europe

European Union
European Regional Development Fund

Challenges and opportunities using Zoom, Webex, MS Teams

Dr. Emilija Stojmenova Duh

University of Ljubljana

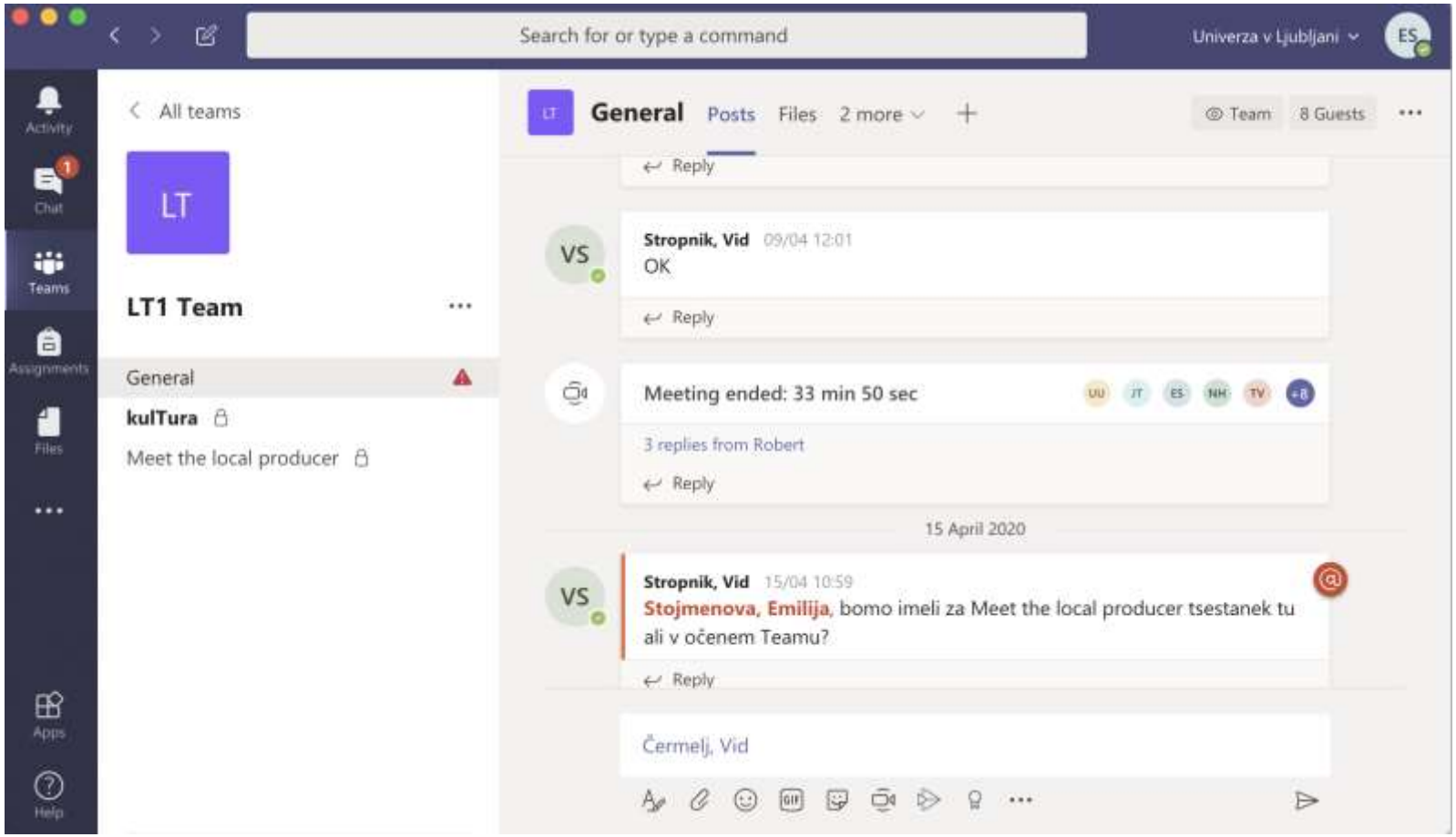
Emilija.stojmenova@fe.uni-lj.si

Univerza v Ljubljani

Project meetings online

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/

CARPE DIGEM

Interreg Europe

European Union
European Regional Development Fund

Thank you!

@CARPE_DIGEM

@InterregCARPEDIGEM

@Carpe Digem Interreg

@carpedigeminterreg

Emilija.stojmenova@fe.uni-lj.si

Internal communication workflow with MS Teams

Samuel Isaksson
CARPE DIGIM project

CARPE DIGEM

Interreg Europe

European Union
European Regional
Development Fund

Internal communication workflow using MS Teams

Samuel Isaksson

Business developer & legal advisor at eXpression Umeå, Sweden

samuel.Isaksson@expressionumea.se

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 prority 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 Micosoft 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

CARPE DIGEM

Interreg Europe

European Union
European Regional Development Fund

Thank you!

@CARPE_DIGEM

@InterregCARPEDIGEM

@Carpe Digem Interreg

@carpedigeminterreg

Questions welcome

5 tips to run a successful online conference / event

Trang Nguyen
ECoC-SME project

Online conference

the Good, the Bad & the To-do

ECoC-SME
Interreg Europe

European Union
European Regional
Development Fund

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.

LLLs

Project Workshop

Open Seminar

ECoC-SME
Interreg Europe

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"

ECoC-SME
Interreg Europe

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

ECoC-SME
Interreg Europe

3

An agenda is already too long

1 introduction
2
3
4

Z z z

List catchy and relatable key points

4

A smaller group

Adding tools bit by bit

A shorter meeting

START SIMPLE

ECoC-SME
Interreg Europe

5 FACILITATE INFORMAL EXCHANGE

Always have a

plan B

ECoC-SME
Interreg Europe

Thank you!

any question?

ECoC-SME
Interreg Europe

European Union
European Regional
Development Fund

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

Good luck!

And keep safe from the virus!

Interreg Europe

European Union | European Regional Development Fund

Project meetings online

communication@interregeurope.eu

12 May 2020 | Webinar