

Subject: Which meetings work best with BT Meet Me?



Dear All,

Teleconferencing is more suitable for some kinds of meetings than others. Although preferences will vary between individuals, the following guidelines might help decide which of your meetings could be transferred to BT Meet Me:

More suitable for	Less suitable for
Repeat meetings (weekly /monthly), especially internal meetings where everyone knows each other well)	Initial meetings with someone that you haven't met before
Meetings of a technical subject, such as to discuss data or changes on a document	Meetings that need to encourage team working and collaboration, in teams where people don't often have the chance to see each other
A pre-meeting, to help make a subsequent face to face meeting more constructive	Important negotiations, where eye contact and body language would play a part in gaining support or agreement on a particular matter
A quick informal catch up with colleagues (that might not justify travelling, but helps you keep up to date with each other)	Public engagements, where the presence of a representative from KCC will benefit public perception of the council

Can't find a meeting room?

BT Meet Me can be a solution to a shortage of meeting room space, especially for internal meetings.

Work in an open plan office?

Being in a noisy office can make participation in a conference call difficult, because of background noise. Try and find a quieter space elsewhere.

It might be necessary for all staff from one office to share a meeting room and use a speakerphone telephone to

call attendees on other locations. Please only use meeting rooms for teleconferencing for large groups, or when no other location can be found. Alternatively try using a hands free headset.

Meeting rooms with speakerphones can be booked via The Meeting Place. To obtain additional speakerphones or hands free headsets for your departments, please purchase them from the online IT shop.

The BT Meet Me promotion is a Department for Transport partnership project, including Kent County Council and five other Local Authorities. The project is led by the Sustainability & Climate Change team within KCC, with support from JMP Consultants via grant funding received from the Department for Transport. -

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