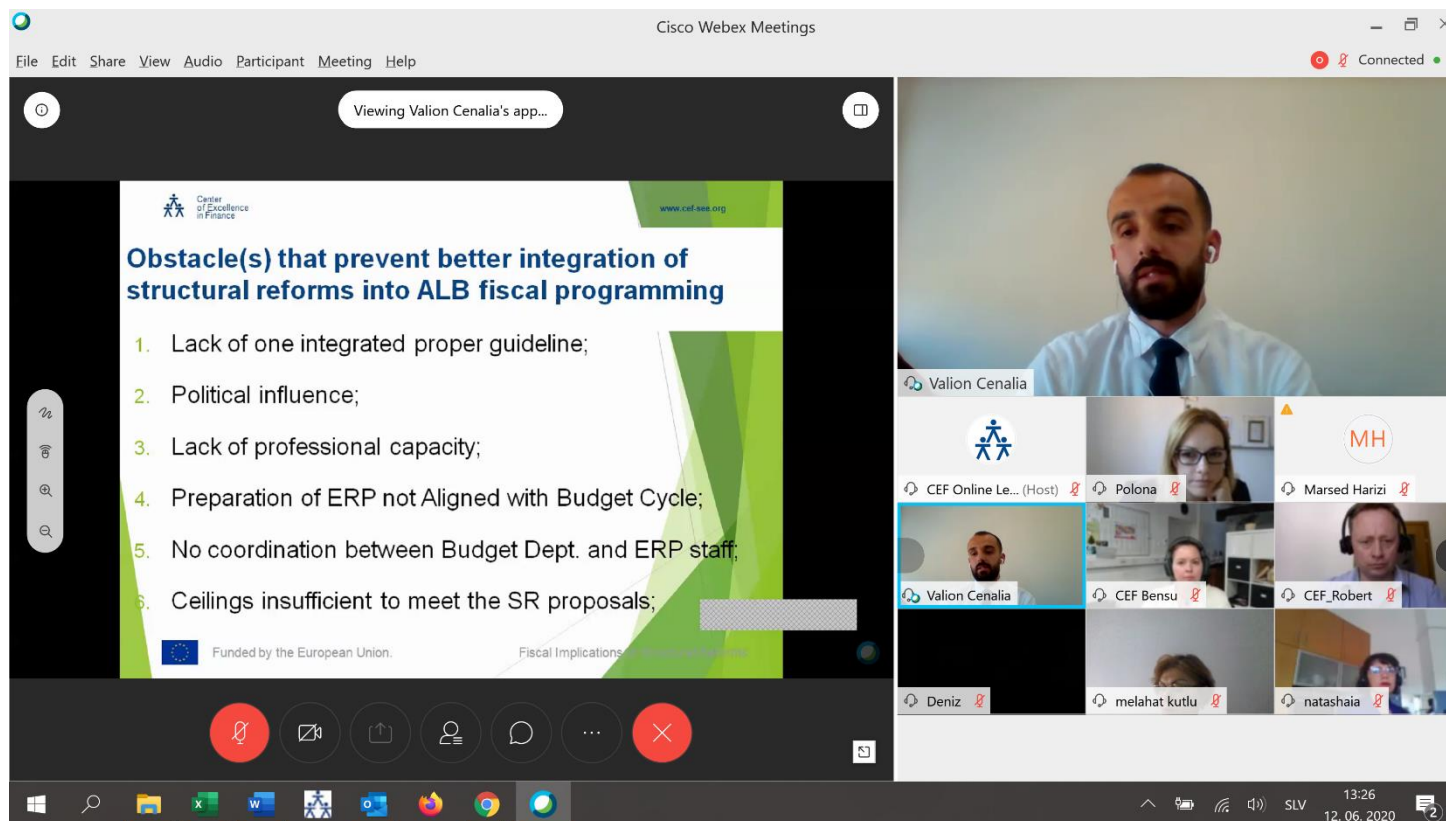


Coordination in Online Environment

Sharing CEF Experience on Online Platforms & Tools for Meeting Facilitation



Moving activities online

- **Internal coordination and collaboration:
CEF staff**
- **External coordination and collaboration:
partners in design and delivery of
learning events**
- **DELIVERY OF LEARNING EVENTS**



Online communication platforms

From face-to-face to virtual meetings

- **Skype**
- **Microsoft Teams (new tool introduced)**
- **Webex**
- **Zoom (potential and tested but limited translation services)**
- **(WhatsApp, Viber)**



Online presentation / facilitation tools

For interactive virtual meetings

- **Mentimeter: collect instant feedback**
- **Survey Monkey, Typeform: make online survey**
- **Jumpoboard: digital whiteboard**
- **Breakout rooms (Webex, Zoom): group work**



Get to know the tools you are using

- **Know online platform and its functionalities**
- **Test it ahead of time**
- **Be comfortable using it and explaining it to others**

