



IEEE/PES Transformers Committee
Spring 2005 Meeting, March 13-17, 2005
Jackson, Mississippi, USA



"Productive Meetings Using the Internet"

-- Technical Presentation, Monday, March 14, 4:45 pm --
-- Demonstration Workshop, Tuesday, March 15, 4:45 pm --

presented by: Greg Becker and Rich Bakes of Microsoft
facilitated by: Craig Stiegemeier of ABB Inc.

1. Abstract

Web-based conferencing can provide significant opportunities for performing critical standards work within the IEEE Transformers Committee. While our semi-annual meetings are excellent opportunities to develop standards in a face-to-face environment, making worthwhile progress between meetings offers a significant opportunity to spread-out our work throughout the year.

The IEEE has a member service to support Internet Conferencing that uses Microsoft Live Meeting as the "virtual meeting room." This and other online meeting services, allows interactive meetings among users in multiple locations. Most of these services require some type of setup (special software or a web portal) for the meeting organizer, and the attendees typically only need a reasonable speed connection, meeting details (web address and password), and a telephone.

In the technical presentation, Microsoft will demonstrate the various features and benefits of their new product, "Office Live Meeting". In addition, a demonstration workshop will be provided for attendees to get actual experience on using Office Live Meeting effectively.

2. Learning Objectives

Monday Presentation - Attendees will learn the basic concepts needed to participate in an Internet Conference, which will include:

- IEEE-supported solution for member Internet Conferencing
- Core functions and capabilities of the Microsoft Office Live Meeting software
- Set up of a typical Live Meeting connection
- Communication and sharing key information between users

Tuesday Workshop - Attendees will participate in a "Hands-on" Internet Conferencing workshop, using the Microsoft Live Meeting solution. Attendees will learn:

- View basic information to begin the process of setting up an Internet Conference.
- Procedure for accessing Live Meeting
- "How To" navigate through the various features of Live Meeting
- Methods to communicate and share information through Live Meeting
- Understanding where to find resources to support training and information on Internet Conferencing

Notes: Monday is a typical "presentation" environment, except that the main presenter will be heard on speakerphone and the presentation will be viewed through a web portal.

Attendees of the Tuesday workshop are encouraged to bring a laptop PC with a wireless card to access the Internet and participate in the mock demonstration conference. Anyone without a computer will be able to follow along with the video presentation.

3. Learning Outcomes

This tutorial will provide the attendee with a better understanding of how to:

- Receive and process Internet Conferencing meeting invitations
- Participate in Internet Conferences by logging in and accessing Microsoft Office Live Meeting through the Internet
- Create and Manage Live Meetings from Outlook or Lotus Notes Calendars
- Upload Power Point presentation slides and other documents
- Share presentations and documents with colleagues remotely

The desired result of the 2-day Presentation and Workshop will be to open the door for Transformers Committee participants to utilize web-based tools to aid in more effective standards development. Members present for the session will be able to take advantage of the IEEE's Internet Conferencing solution and utilize online tutorials and technical support provided by the Internet Conferencing service provider, Microsoft Live Meeting.

4. Presenter Biographies

Greg Becker: Greg Becker is the Live Meeting Specialist at Microsoft for major accounts on the east coast. He is a web conferencing and collaboration veteran of over 15 years. He has been at Microsoft for the last 2 years focusing on Office Live Meeting. Previously, Greg worked at Interwise Web Conferencing for 3 years and 10 years at Lotus\IBM focusing on Lotus Notes, Sametime, and Smartsuite. He is a graduate of Boston College with an MBA.

Rich Bakes: Rich Bakes is the Microsoft account manager for the IEEE. Rich supports all Microsoft solutions and presently Rich manages many Microsoft customer contracts. The IEEE has chosen Microsoft Live Meeting as the vehicle to support membership Internet Conferencing. Rich will bring additional details of the IEEE's use of Live Meeting to the presentation.

Craig L. Stiegemeier: Craig Stiegemeier is an IEEE Transformers Committee member and IS/IT Manager at ABB Saint Louis, responsible for applications and infrastructure support. He is also the Engineering Solutions Manager for the Transformer Remanufacturing and Engineering Services (TRES) department at ABB Saint Louis.

Craig has been a member of the Power Engineering Society of the IEEE since 1977, and is actively involved in the work of the IEEE/PES Transformers Committee. He received BS and MS degrees in Electrical Engineering with a focus on utility power systems and insulation performance from the University of Illinois (Urbana/Champaign) in 1979 and 1981 and did graduate work in the MBA programs at Ball State University and the University of Pittsburgh. Craig's areas of expertise include: transformer engineering and production; components design and application; computer analysis and network systems; and dielectric insulation system performance.