

# HOW TECHNOLOGY HAS CHANGED THE MEETING



## COMMUNICATION



## PRESENTATION



## PROJECT MANAGEMENT

## PAST



Written communication was either by hand or typed via typewriter

MOST PRESENTATIONS RELIED ON PAPER, CHALKBOARD OR OLD-FASHIONED VERBAL PITCHES



Handwritten or typed notes were kept in folders and filed

1958

1961



IBM's Selectric Model typewriter was introduced in 1961. It was electric and used a swiveling ball that pivoted before striking the typebars onto the ribbon



The Kodak 500 projector was the "most portable yet" at less than nine pounds and showed 30 slides



Copies had to be made by hand or with a brand new expensive copy machine

1959



Rotary phones came into popular use in 1919 and continued to be used into the '60s



The repeating slide projector could play 40 continuous slides in a straight tray and could synchronize sound with tape recorders



It prints at a speed of 26 seconds per copy and weighed 648 pounds

1962



The first keypad dialing technology was introduced in 1962



From there, copies had to be handed over in person or mailed via snail mail



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## PRESENT



A plethora of mobile communication devices are available to use today, such as laptops, tablets, e-readers and smartphones, even wearable tech



92% of business managers cite presentation software as a main priority for their meeting rooms



For companies with a global presence, a regional meeting may mean Europe, South Asia or North America rather than just within the U.S.



Cloud-based communication through services like Skype or Google Hangouts are also an option



Digital media are available at our fingertips, from video to photos to audio, projecting and sharing these on even basic computers



Employees and project members can be contacted easily, anywhere whenever they're needed



Individual and group video conferencing is an option, allowing people to connect to a meeting without physically being there



Information can also be presented in an interactive way, such as on a website or through a game



Software, mobile devices, cloud storage and apps all help with project management. These allow for easy organization, storage and fast retrieval of information

## FUTURE



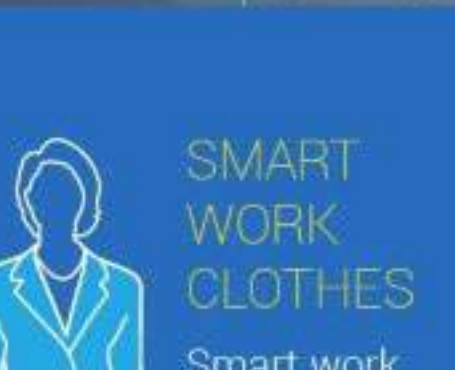
## COMMUNICATION



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SMART WORK CLOTHES  
Smart work clothes will be able to regulate body temperature, charge mobile devices and feature embedded transmitters that can display information



MANIPULATIVE TECHNOLOGY  
Instead of emailing or sending links to files, you'll be able to manipulate technology and screens through gestures and motion



As a completely digital operation, can perform a meeting anywhere, with anyone at anytime...  
The meeting room itself will disappear

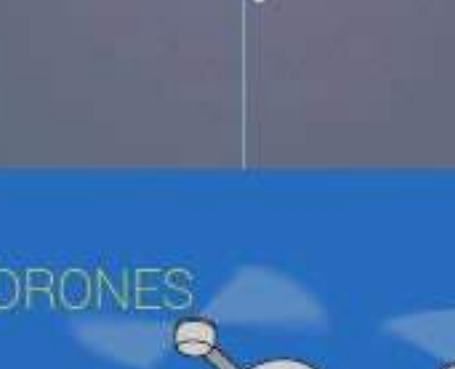


## ARTIFICIAL INTELLIGENCE

Artificial intelligence automation will bring high-level automation to mundane tasks, such as drafting an email or performing cost-benefit analysis of an incoming phone call during a meeting



ROBOTS IN THE WORKFORCE  
Roaming robots will check up on the progress of projects and take video of worker productivity, freeing managers to focus on more important tasks.  
Robots will also be able to talk and interact with human coworkers, improving communication and information sharing



## DRONES

Small office drones will deliver packages, track down colleagues and enable real-time video chats with workers



## WEARABLE TECH



It is becoming common place and will go beyond being able to browse the web, take pictures or send and receive texts or emails like it does now

SOURCES: IBM, The Xerox Corporation, Kodak, Google, Microsoft, Apple, Amazon, LinkedIn, Facebook, Twitter, YouTube, Instagram, etc.