

Take Your Meetings Online

Web-based collaboration and meeting tools save (gas) money and time.

SkYROCKETING gas prices are converting even the most technophobic association leaders into firm believers of online collaboration tools. In fact, today's Web services provide an inexpensive, often free, way to host live meetings, let workgroup members collaborate on the same document or project, and broadcast presentations online.

Service	Google 	Campfire 	Zoho 	Basecamp 	Skype 	InterCall 	GoToMeeting 
Key Features	Free Web-based word processor and spreadsheet that enables workgroups and committees to collaborate on the same document online.	Web-based group chat tool that lets you set up password-protected chat rooms in seconds.	Suite of online collaboration applications including Zoho Writer (word processor); Zoho Show (online presentation tool); Zoho Chat; and Zoho Meeting (live Web-conferencing tool).	Online collaborative project management tool that takes a group project from scheduling and assigning tasks to the final report, complete with charts, graphs, and photos.	Call, conference, video call, and instant message other people on Skype, anywhere in the world for free. Can also be used with land lines and cell phones.	Offers standard telephone conference calls as well as Web, video, and instant message conferencing.	Robust online meeting service for video and audio conferencing plus Webinars. Can project to your audience what's on your PC.
Top Use	Use the handy templates to make calendars, budgets, and presentations. Share securely online.	Ideal for quick meetings when a group has to agree on one point.	Staff and leaders can learn one platform for several uses—meeting, sharing, chatting.	Great for multifaceted collaborative creative projects, like planning an inaugural or image campaign.	Popular, easy-to-use video conferencing—provided everyone has a Webcam.	Great when you need old-fashioned phone conferences sometimes and Web conference ability other times.	Ideal for PowerPoint presentations to a group online. They see what you're doing on your PC.
Audio/Video	No.	Image/photo sharing.	Yes.	Image/photo sharing.	Yes.	No.	Yes.
Up/Down-load Files	Yes, most file formats.	Yes, most file formats.	Yes, most file formats.	Yes, most file formats.	Yes, most file formats.	N/A.	Yes, most file formats.
Support	Robust online help center and user forum.	Online guided tour, FAQs, questions via e-mail.	Online guided tour. FAQs, questions via e-mail.	Online guided tour. FAQs. Questions via e-mail.	Searchable FAQs and tour, plus user forum and blog.	Full operator and tech support, plus online guides and training.	24/7 phone assistance, Web guides, FAQs, and searchable help.
Cost	Free accounts.	Free small accounts. Pay for chats with more than four people.	Free for individuals and some have a subscription fee for organizations.	The basic plan for \$24/month is ideal for association use.	Free online to others with free Skype accounts. Paid to land lines and cell phones.	Service plans and per-minute rates vary.	\$49 per month for unlimited meetings.
Contact	http://docs.google.com	http://www.campfirenow.com/	http://www.zoho.com/	http://www.basecamp.com/	http://www.skype.com	http://www.intercall.com	https://www1.gotomeeting.com
Platform	Web-based. PC & Mac.	Web-based. PC & Mac.	Web-based. Working offline requires Microsoft Office.	Web-based. PC & Mac.	Download app. for PC or Mac. Calls via Internet.	Web-based. PC & Mac.	Web-based. PC & Mac