**WORKSHEET – MS**

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| 1 aBc | Three from:Documents do not need to be taken to a central meeting; they would not belost in transitNo need to transport heavy documentsThe conference can be held at short noticeReduces the cost of travelling to the meetingReduces the cost of venue hireReduces the cost of hotel accommodationReduces the time lost in working due to travellingSafer than travellingReduces the cost of paying workers whilst they are travellingThree from:There could be time lag in the responsesTime lag in pictures producing jerky imagesLip Sync can be an issue/matching sound and imageExplanation of time zone differencesTraining of staff to use the new equipment can be costly/time consumingRequires good network connection/good strength of signalPower outages have a greater effect with two venuesAdditional hardware needed is expensive//cost of set upDifficult to sign documents/contractsPhysical objects cannot be examined/handledThree from:Webcams/camerasLarge monitors/projectorMicrophonesSpeakers/headphone | 333 |