

# Conferencing in the age of remote working

We have all been pushed into our homes with the current pandemic of Covid-19, which has led to the altering of life's various activities throughout the world, with working at offices taking a major backseat. Yes, the idea of working has now found itself conspicuously changed in a completely new lexicon.

Work is now being defined as working from home and has enabled employers, employees, students, interns, researchers, and specialists of diverse fields to enhance their own field of work in order to maintain an untrammelled yet flexible mode of working.

Conferencing, a major component of firms, companies, and research think tanks alike, is no longer done in a conference room surrounded with swivelling chairs and a central TV or projector monitor. It is now all done from the comforts of your room, living room, or dining table — wherever the participant deems fit.

Conferencing takes a good amount of energy and for that productivity, boosting techniques are required. With major tech companies making their services free, conferencing has become an embedded part of working from home.

## Organise the mental set-up

The first major boosting technique is to have a proper mental set-up given everyone works from home and they need to treat work as work, not anything else. If the proper mental set-up is not in harmony with the etiquette and target of the firm, the meetings largely take an informal



turn, disrupting the flow of the conference with sudden entries and exits, improper noisy distractions by family members, and untimely interruptions.

**A proper mental set-up includes** getting up on time for the conference and prepare oneself fresh with proper attire and checking whether the Internet connectivity and lighting is all right alongside informing others of the conference subsiding any form of distraction.

## Keep yourself and the team goal oriented

A second major boosting technique is the preparation of the team beforehand. Conferencing includes the inputs-outputs of a properly organised team. For that, teams must come together and communicate with each other.

This saves time and allows for a systematic approach in dealing with clients without

losing any time and allocating a few minutes to each member for ice-breaking and easing into the moment. Professionalism needs to be maintained beforehand at all costs, even though everyone is working from home.

## Allocate responsibilities properly

In order to make a meeting productive in a given timeslot, only the most productive and insightful members should be allowed to participate in the conference itself.

The third rule to enhance productivity is ensuring there are a number of adequate and the right number of participants who can carry the meeting forward without any discrepancies of any sorts; from Internet disruptions to being tongue-tied to those who have minimal experience in handling such sorts of calls.

## Time and tide matter

Time is always limited and productivity

tends to drop beyond a normally allocated timeslot, for example, beyond the 45-minute mark. Anything longer than this and productivity begins to drop quickly, serving as a reminder to make a plan for the meeting and stick to it. Although everyone is working at home, balancing other responsibilities of work and home often get enmeshed together, making the timing often very chaotic.

The perfect timings for the meeting hence needs to be set to boost confidence and a productive ethos. Meetings done right before lunchtime from the hours between 10AM and 1PM give everyone plenty of time to refresh, rethink, and reenergise himself/herself for a good conference and check whether all the variables are put in check.

## Focus is the key

The fifth and major productive boosting technique is to stay focused and avoid all distractions by any means necessary. E-mails, calls, and other social media tabs must be completely muted or shut down. When video conferences happen, one must look into the camera with proper attire, not wearing typical homely clothes, but professional casual clothes to give off the vibe of seriousness and professionalism.

If there is any need to communicate, it must be done and notes should be taken and shared to make the most out of the meeting, allowing effective use of the conference itself.

By Israr Hasan

# Top 5 supremely addictive online games

We don't need to point out how terrible the recent pandemic has been and how it has taken over the world in such a short time.

Everyone is currently advised to stay at home in order to reduce the risk of contamination and spread of the virus, and rightly so. But staying in isolation can be challenging. It's easy to get bored and what better way to beat it than an online game? Here are 5 highly addictive online games which should keep you busy and seated firmly at home where you should be.

## DOTA 2

DOTA 2, or Defence of the Ancients 2, is a Multiplayer Online Battle Arena (MOBA) game with standard Real Time Strategy (RTS) controls. That makes it tempting for the strategy lovers.

You start the game by picking a hero with special abilities. Each hero has unique powers and levels up as you progress

through the game. The characters are balanced in their abilities, making it much more interesting, as proper strategy can dictate the outcome of your game. It's challenging to win when you are just starting to play but that only makes it more addictive.

## WORLD OF WARCRAFT

World of Warcraft is a Massively Multiplayer Online (MMO) roleplaying game set in the warcraft universe. In this game, you control



an avatar in either first person or third person and can take part in battles, defeat monsters, perform quests or simply roam around.

Choosing your avatar class allows you a more customised experience, which is important for many gamers. RPG lovers are

easily drawn to this game because the open world offers adventures and the levelling up brings a sense of satisfaction that only RPG games can provide.

## CALL OF DUTY: WARZONE

Warzone is a recent title, originally released as a part of 'Call of Duty: Modern Warfare,' but one can play Warzone without the other title. Warzone is a free to play first person shooter with three game modes, two of them being battle royale, where you can play with a squad or play solo.

Instead of being instantly eliminated, you get a chance to fight your way back into the map, making the game much more interesting.

Like any other battle royale game, your objective is to shoot, loot, and survive. The impressive graphics, new respawn mechanics and familiar taste of Call of Duty will keep you hooked for days.

## PROJECT TORQUE

It's difficult to find a good racing game that is free to play and offers multiplayer challenges. Project Torque brings you exactly that. Granted the graphics look quite outdated compared to recent titles in the genre, but the game offers a pretty decent driving experience, along with multiple game modes such as circuit racing,

street racing or drifting.

The somewhat retro graphics might make you a bit nostalgic. Realistic damage model makes it thrilling to race, along with the feature of customising and tuning your car; something all gamers and racers like.

## FIFA 20

Since the quarantine is in full effect, football matches are suspended all over the world, so it's easy to miss the beautiful game. The only thing closer to a football match in this quarantine is playing football on your pc/console.

FIFA 20 is the latest title in the football simulation game, with small changes in the gameplay. While it might be easier to win against AI, it's a whole different experience when you play online. The matches are just as competitive as you'd expect real games to be and the thrill of scoring a spectacular overhead goal will get you addicted in no time.

You can try out any of these games to battle boredom. But play responsibly, try not to get mad when you face other pro players and more importantly, stay inside, stay safe!

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