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| **Method** | **Information** | **Pros** | **Cons** |
| Skype | <https://www.skype.com/en/> | It’s free. UoB has an account. Can use from any PC, Laptop, tablet, smart phone. | Skype connection seemed to be more unreliable in our experience than other platforms. Particularly we had trouble with China not having good reception. |
| Go To Meeting | <https://www.gotomeeting.com/en-gb> | Easy to use for videoconferencing. Can share documents. Can use to schedule ahead or set up meetings instantly. Quality seemed better than Skype when we have used it. | Cost- annual subscription is approximately £300. |
| Scopia | <https://www.avaya.com/en/product/avaya-scopia-video-conferencing-infrastructure/> | UoB has this service set up ready to use for videoconferencing. No cost to end user at UoB. Can share documents and power point presentations. Participants can ring in. | Available in designated rooms only which have been set up with the necessary equipment at the UoB. Room 226 MLC and West Wing Room in the Medical School. |
| BT teleconferencing | Via telephone using a “Spider Phone” conference phone unit. Set up via email request each time to Steve Guest at UoB | Can record meeting | Expensive. No video. |
| What’s app | <https://www.whatsapp.com/> | Inexpensive, immediate. Helps build relationship with partners, available on smart phones | Be careful of time differences and “out of hours” messages. |
| Viber | Viber lets you send free messages and make free calls to other Viber users, on any device and network, in any country. Download the App + then register. One review says, “Viber is a VoIP tool that allows smartphone users to make free voice and video calls among them worldwide and to share free instant messages with multimedia attachments. It is one of the most popular communication apps in certain regions of the world, but is and has always remained in the shadow of Skype and WhatsApp”  <https://www.viber.com/> | Partners must have Viber account (free), can send links to join. One-on-one messaging or group chats, voice or video calls. Viber-to-Viber messages and calls are completely free\*. Calls to numbers that don’t have Viber can be made using Viber Out, a service that connects you to any number in the world at low rates.  \* When you use Viber on a 3G network you may be charged by your carrier | The audio and visuals are clear enough, and the latter well proportioned, provided you have access to a solid Wi-Fi connection. What it can’t do is group video calling. |
| We Chat | Originally Chinese multi-purpose [social media](https://en.wikipedia.org/wiki/Social_media) [mobile application software](https://en.wikipedia.org/wiki/Mobile_application_software).  There are three types of official accounts: a service account, a subscription account and an enterprise account.  <https://www.wechat.com/en/> |  | Once users as individuals or organizations set up a type of account, they cannot change it to another type. Security and privacy was an issue when controlled by China. WeChat arrived in UK in 2017 as a payment platform only and this should not be an issue now. |
| BearShare | UoB secure platform for sharing documents internationally. Log a call with IT Service Desk to ask be set up with an account. | Secure. The PI invites people to have password protected access to it and you can set access to read only |  |