

# GreenOffshoreTech

Making Offshore Production and Transport  
GREENER, CLEANER & MODERN



## D2.1 Launch of the GreenOffshoreTech Collaborative Virtual Environment (CVE)

Version 1.0, 19.10.2021  
Public



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0.1	6 Oct 2021	First draft.
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### CONTENT

1. Executive summary .....	4
2. About this document .....	5
2.1. Purpose of this document .....	5
2.2. Document structure .....	5
2.3. Audience .....	5
3. Collaborative Virtual Environment (CVE) – Use cases.....	6
4. Comparative assessment of available CVE systems.....	7
5. GreenOffshoreTech CVE.....	9
5.1. Key functions of the GreenOffshoreTech CVE .....	9
5.2. Get started .....	11
5.2.1. Setting up a Meeting .....	11
5.2.2. Setting up a Webinar .....	12
5.2.3. Adding Users to an account .....	13
5.2.4. ZOOM Help Center .....	14
6. GreenOffshoreTech CVE launch.....	15

## 1. Executive summary

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This document presents the GreenOffshoreTech Collaborative Virtual Environment (CVE) of the GreenOffshoreTech project.

It is a brief description of its use cases, key functionalities and launch in October 2021.

A comparative assessment of CVE systems available on the market (ZOOM, TEAMS, GoToMeeting, WebEx) has been done. As a result of this assessment, ZOOM has been selected as the preferred CVE system for the GreenOffshoreTech project.

## 2. About this document

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### 2.1. Purpose of this document

The purpose of this document is to present the deliverable **D2.1 Launch of the GreenOffshoreTech Collaborative Virtual Environment (CVE)** of the GreenOffshoreTech project.

### 2.2. Document structure

Main part of this document covers:

- **Use Cases of the Collaborative Virtual Environment (CVE):** overview of use cases of the CVE within the GreenOffshoreTech project.
- **Available CVE systems:** comparative assessment of CVE systems available on the market (ZOOM, TEAMS, GoToMeeting, WebEx).
- **GreenOffshoreTech CVE:** introduction of the CVE system (ZOOM) selected for the GreenOffshoreTech project.
- **GreenOffshoreTech CVE launch:** first use of the GreenOffshoreTech CVE in October 2021.

### 2.3. Audience

This document is classified as **public**.

### 3. Collaborative Virtual Environment (CVE) – Use cases

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The aim of the GreenOffshoreTech Collaborative Virtual Environment (CVE) is to enable virtual meetings and workshops, virtual brokerage events, and webinars with up to 150 or more users; in detail:

**1. Virtual meetings and workshops within the GreenOffshoreTech Consortium:**

The CVE will enable virtual meetings and workshops with all GreenOffshoreTech project partners across Europe to exchange ideas in a cooperative setting and to support shared work with user friendly interfaces.

**2. Virtual Brokerage Events within the GreenOffshoreTech Call for Proposals:**

The CVE will be used for two large Virtual Brokerage Events with up to 150 or more participants to reach out to potential SME proposers of the Call for Proposals.

**3. Business Support Services within the GreenOffshoreTech Call for Proposals:**

The CVE will be used to provide Business Support Services in form of webinars and online training workshops to the winner SMEs with about 100 persons taking part.

## 4. Comparative assessment of available CVE systems

We have investigated various CVE systems available on the market for a small monthly licensing fee (i.e., TEAMS, ZOOM, GoToMeeting, WebEx) and have selected ZOOM as the most suitable for our purposes.

The assessment was done by reading several evaluations performed and listed online, and in the end testing of ZOOM, TEAMS and GOTOMeeting from a user perspective at the office.

Considering that we may host up to 150 or more participants in some meetings it is crucial that the CVE system does not require training prior to attending a meeting.

ZOOM and TEAMS have been considered as most attractive choices: ZOOM for its very easy user interface and TEAMS for being available for most people through Microsoft.

TEAMS is good inside companies that use Microsoft 365 but is very poor for externals that want to log into different meetings as many consultants want to do. Switching accounts on PC is painful and time consuming. On phones, the security is different and flexibility to switch between accounts is easier. With ZOOM this is not an issue. You are either a participant, a meeting leader or panelist irrespective of your company affiliation. ZOOM also makes break out rooms super easy. Break out rooms are not possible on TEAMS.

**Table 1** is a comparative assessment of relevant features for all CVE systems assessed.

**Table 1: Comparative assessment of available CVE system**

CVE function	ZOOM	TEAMS	GoToMeeting	WebEx
Website	www.zoom.us	www.teams.com	www.goto.com	www.webex.com
Company	Zoom Video Communications Inc	Microsoft	LogMeIn	Cisco
Company HQ	USA	USA	USA	USA
Number of monthly users worldwide	300 000 000	250 000 000	Not listed	39 000 000
Number of meeting participants	1000	300	250	200
Breakout rooms	✓	✓	✓	✓
Personnel meeting rooms	✓	✗	✓	✓
Hand raising	✓	✓	Not identified	✓
Polling	✓	✓	✓	✓
Chat function	✓	✓	✓	✓
HD video quality	HD1080 (720 as default)	HD1080	HD1080	380 to 720
Screen sharing	✓	✓	✓	✓

	Multiple and single screen sharing			
Meeting recording	✓ as the host	✓ as the host	✓ as the host	✓ as the host
Scheduling	✓	✓	✓	✓
Support Free version	24/7	No support	<b>Official GoTo Support</b>	
Security	Communications use a <a href="#">256-bit TLS encryption</a> ; shared content uses an <a href="#">AES-256 encryption</a> . As part of their security upgrades in May of 2020, Zoom is working to provide <a href="#">end-to-end encryption (E2EE)</a> as an option that can be enabled and disabled. Some communication systems will function better with this encryption disabled, but all Zoom meetings and services will have end-to-end encryption available.	Trough Microsoft	SSL encryption  HMAC-SHA-1 message authentication codes.  All sensitive chat, session, video, audio and control data transmitted across the network is protected using the Advanced Encryption Standard (AES) with a 128-bit key.	NA
Price for above 150 users	Free to 30 USD for host.	Free to 20 USD	Free to 12 USD Implementation costs involved acc to evaluators.	26,95 USD
User experience	<b>Very intuitive, evaluators rate ZOOM as best on user-friendliness</b>	Require some training	Intuitive	Require some training

According to this comparative assessment, the **ZOOM platform** has best performance on:

- Accessibility – user-friendly interface;
- Audio – Visual Features – Multiple Screen Views, Flexible Recording, White Board Function;
- Ease of Use;
- Management Tools – Full Host Control, Unique IDs;
- Collaboration Tools – User-friendly Collaboration Tools;
- Cost Efficiency.



## 5. GreenOffshoreTech CVE

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Based on the comparative assessment of CVE systems in **Section 4**, we have selected the **ZOOM platform** to setup the GreenOffshoreTech Collaborative Virtual Environment (CVE).

The Coordinator of the GreenOffshoreTech project, **MOSSERREGIONENS NAERINGSUTVIKLING AS (MNU)**, has registered a ZOOM BUSINESS account. As '**Licensed User**', the Coordinator will be the host of all official meetings, workshops, webinars, and events as listed in **Section 3** unless otherwise agreed.

### 5.1. Key functions of the GreenOffshoreTech CVE

#### ZOOM Terminology:

- Licensed user (i.e., have a paid account).
- Host
- Co-host
- Panelist
- Participant (everyone at a meeting/webinar including host, co-hosts, panelists, and attendees)
- Attendee (those people attending but not involved in the organizing and running of a meeting or webinar).
- Meetings (where everyone can share the screens, webcams, etc. – controlled by the host)
- Webinars (where only the organizers can share screens, webcams, etc. – controlled by the host)
- Breakout room vs. Rooms.

#### ZOOM Terms:

- Anyone can participate in a ZOOM meeting or a ZOOM webinar **for free**.
- Anyone can **host a ZOOM meeting for free**, but if there are more than 3 participants in total, there is a 40-minute time limit.
- **To host a ZOOM webinar, you need to be a 'Licensed user' (i.e., have a paid account).**
- If you are a *Licensed user*, you can host unlimited meetings and webinars. The number of participants in your meetings and webinars depends on your license plan.
- **A Licensed user Host can nominate an unlimited number of Co-hosts.** *Co-hosts* can be anyone, and they do not need to be a *Licensed user*. A *Co-host* can be given some but not all the permissions that a *Host* has. E.g., only the *Host* can nominate *Co-hosts*, **only the Host can start and end the meeting for all participants**, only the *Host* can start recording the meeting.
- For a webinar, a *Host* can nominate *Panelists*. **Panelists** can share their desktops and presentations—the *Host* control what the *Panelists* can and cannot do and when they can do it.
- In a webinar, only the *Host*, *Co-hosts*, and *Panelists* can share the screens and webcams. All the attendees can only watch and listen to the presentations. Feedback is through the chat function. In a meeting, everyone can share their screens, etc. **The Host controls who can do what.**
- A meeting can be set up to have **Breakout rooms**. A webinar cannot have *Breakout rooms*. *Breakout rooms* can be used for group work.

- A Room, as opposed to a *Breakout Room*, is a special situation that requires IT resources and is not part of what is needed for GreenOffshoreTech.

### ZOOM Paid Accounts:

- You set up the account with the main *Licensed User's* details, credit card and email address. This main user then sets up the names and email addresses for the other licensed users included in the paid account.
- A **PRO account** includes up to 9 *Licensed users* and unlimited meetings or webinars with up to 100 participants (including *Host, Co-hosts, and Panelists*). Add-on packs can be purchased to increase the number of participants.
- A **BUSINESS account** can have up to 99 *Licensed users* and meetings/webinars with up to 300 participants.
- **Table 2** shows the actual ZOOM price structure.

**Table 2: ZOOM price structure.**

BASIC Personal meetings	PRO Great for small teams	BUSINESS Small businesses	ENTERPRISE Large Enterprise-Ready
<b>Free</b>	<b>\$14.99</b> /month/license	<b>\$19.99</b> /month/license	<b>\$19.99</b> /month/license
<a href="#">View Current Plan</a>	<a href="#">Upgrade To Pro</a>	<a href="#">Upgrade</a>	<a href="#">Contact Sales</a>
<ul style="list-style-type: none"> <li>• Host up to 100 participants</li> <li>• Unlimited group meetings for up to 40 minutes</li> <li>• Unlimited one-to-one meetings with a 30 hour time limit per meeting.</li> <li>• Private &amp; Group Chat</li> </ul>	<p>All the benefits of Free, plus:</p> <ul style="list-style-type: none"> <li>• Host up to 100 participants</li> <li>• Increase participants up to 1,000 with <a href="#">Large Meetings</a> add-on</li> <li>• Group meetings for up to 30 hours</li> <li>• Social media streaming</li> <li>• 1 GB cloud recording (per license)</li> </ul>	<p>All the benefits of Pro, plus:</p> <ul style="list-style-type: none"> <li>• Host up to 300 participants</li> <li>• Increase participants up to 1,000 with <a href="#">Large Meetings</a> add-on</li> <li>• Single sign-on</li> <li>• Recording transcripts</li> <li>• Managed domains</li> <li>• Company branding</li> </ul>	<p>All the benefits of Business, plus:</p> <ul style="list-style-type: none"> <li>• Host up to 500 Participants</li> <li>• Unlimited cloud storage</li> <li>• Recording transcripts</li> </ul>
<small>*Free, forever. No credit card required.</small>			

## 5.2. Get started

### 5.2.1. Setting up a Meeting

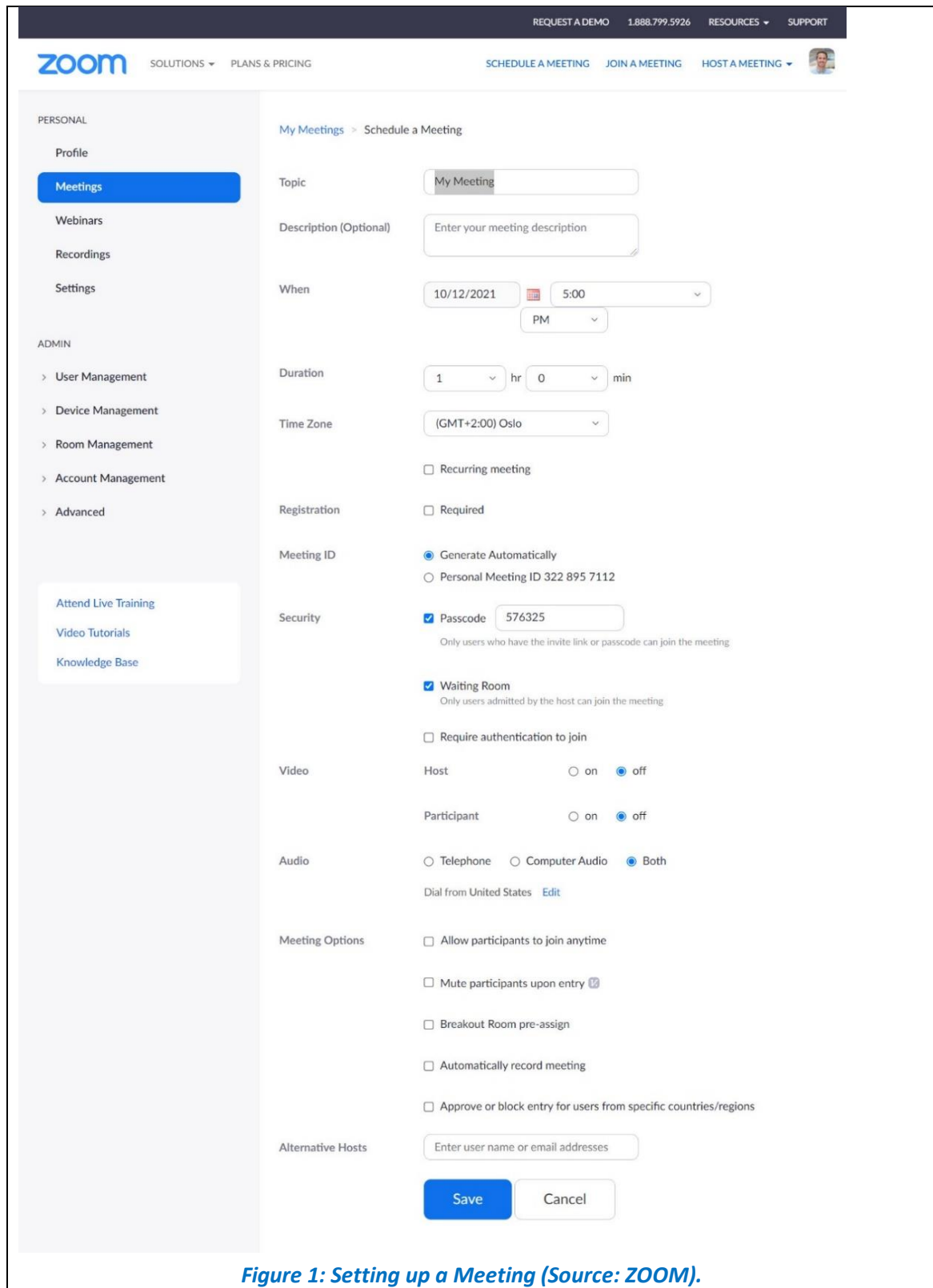


Figure 1: Setting up a Meeting (Source: ZOOM).

### 5.2.2. Setting up a Webinar

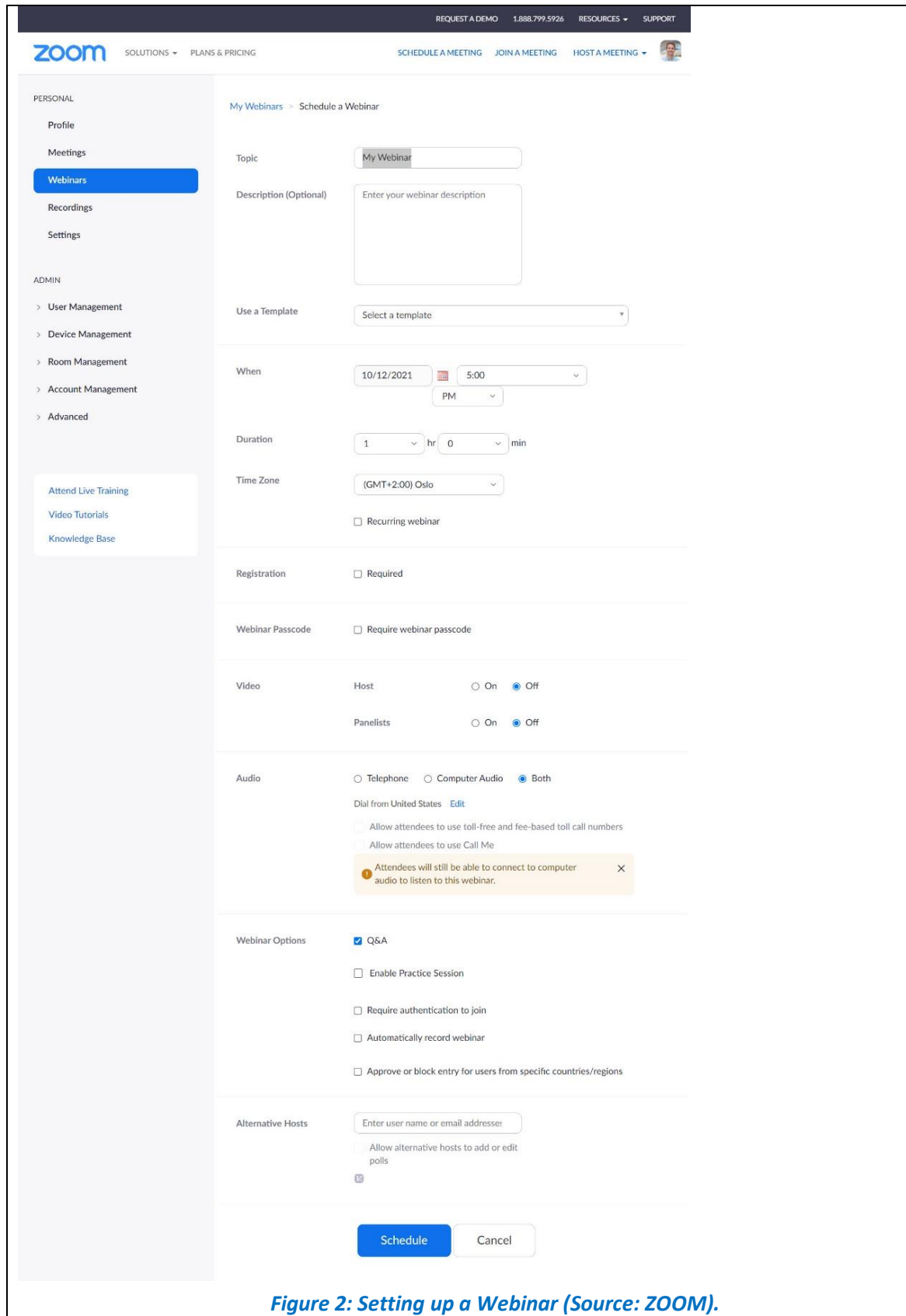
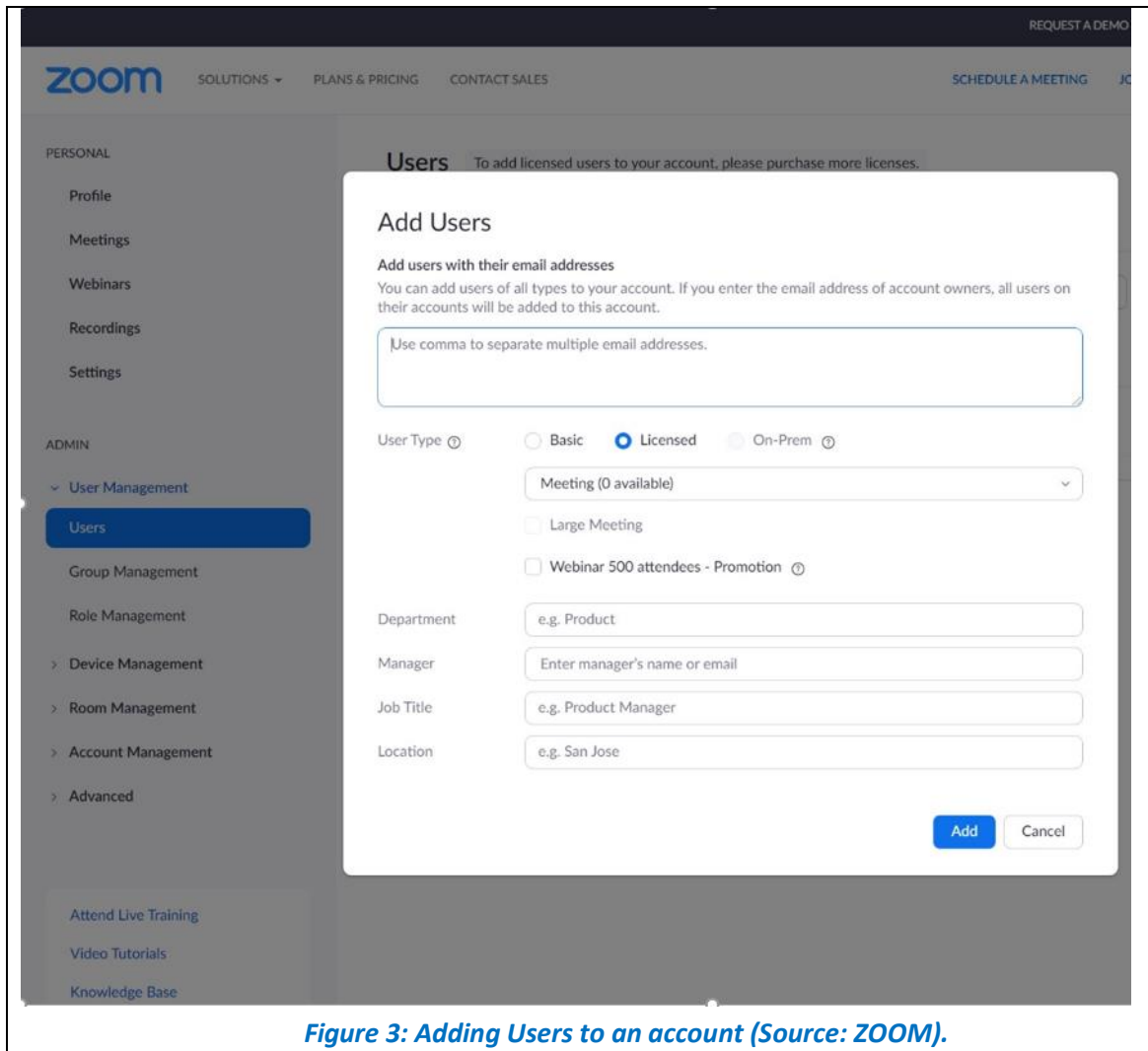


Figure 2: Setting up a Webinar (Source: ZOOM).

### 5.2.3. Adding Users to an account

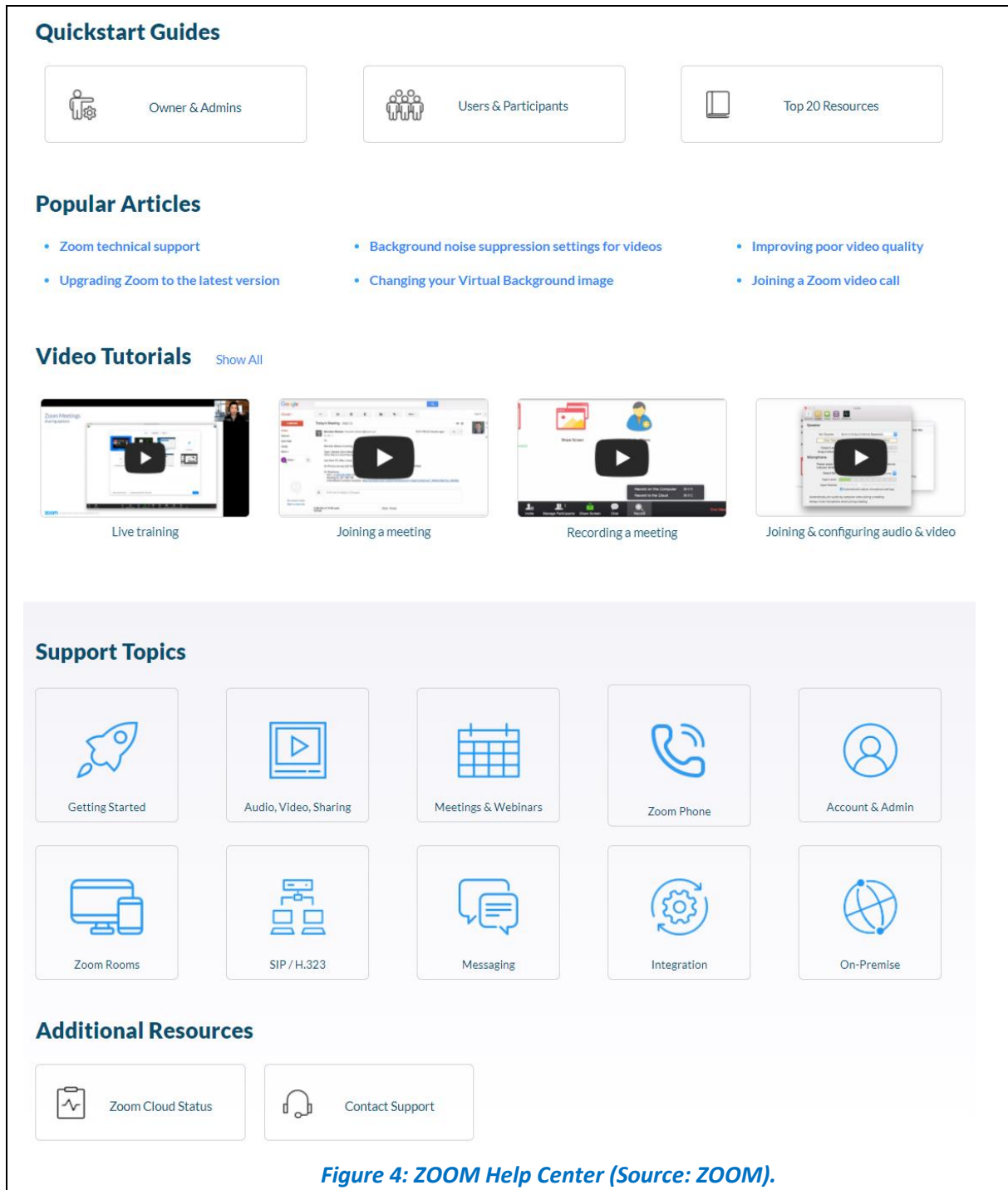


## 5.2.4. ZOOM Help Center

The ZOOM Help Center (**Figure 4**) provides Video Tutorials for training, QuickStart Guides and many Support topics for users.

Click on: [ZOOM Help Center](#)

Or use: <https://support.zoom.us/hc/en-us>

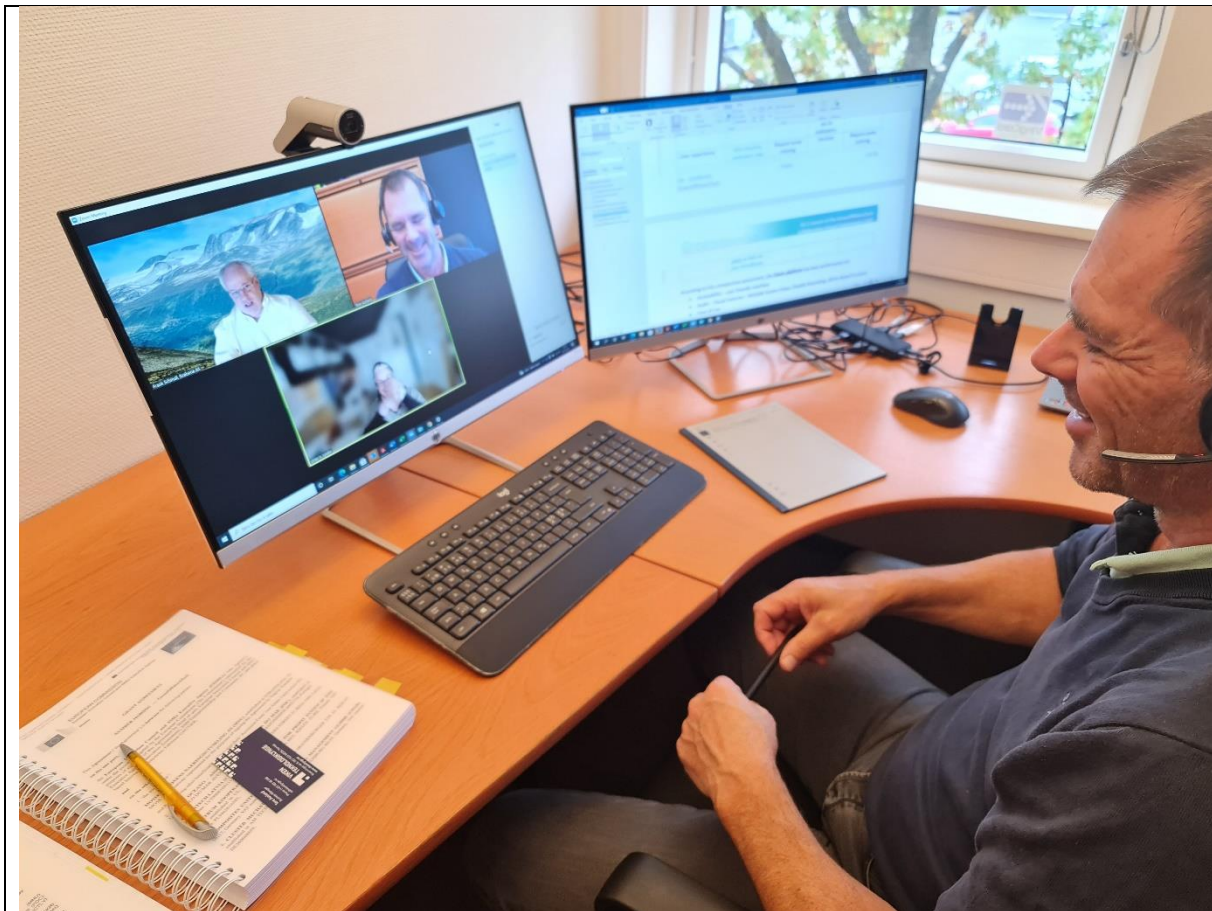


**Figure 4: ZOOM Help Center (Source: ZOOM).**



## 6. GreenOffshoreTech CVE launch

The GreenOffshoreTech CVE was launched in October 2021 on one of GreenOffshoreTech's project meetings. Below is a photo taken of the gallery view (**Figure 5**).



*Figure 5: GreenOffshoreTech CVE launch – first ZOOM meeting, October 2021.*