

Essential Tools for Remote Work & Virtual Meetings

prevue
meetings + incentives



Sponsored by:



Essential Tools for Remote Work & Virtual Meetings

By James D. Feldman, CSP, CITE, CPIM, CPT, Author, Shift Happens



Virtual events and working from home have increased accessibility, cost savings and, of course, protected our environment. This new landscape requires new tools to make our video meetings and telecommuting more productive.

According to projections in a recent Freelancing in America Survey, released by the Freelancers Union and the giant freelance platform Upwork, 50.9 percent of the U.S. population will be freelancing in 10 years. Even before the pandemic, I experienced a shift in the acceptance of remote work arrangements. As we return to “normal,” telecommuting will remain a standard component of the travel and meetings industry. Face-to-face meetings will return sometime in 2021 but, in the meantime, we must find ways to continue our collaboration and communication.

Now is the time to harness the collaborative mentality—even if from a distance. Put your ideas into storyboard software and then come together as a team on a video

platform. Create a “To-Do” list and assign team members responsibilities. Use the video to update the team. Repeat.

For your journey toward increased creativity and productivity, this paper highlights dozens of tools that my company uses every day to deliver quality communication to our global clients. Enjoy!

Expensify **expensify.com**

Expensify makes keeping track of business trip expenses less painful. You can link your credit or debit card to your Expensify account so the app will place charges directly on an expense report. Or, if you prefer, you can take pictures of your receipts with your phone, and Expensify will automatically extract the relevant information. You can then make an expense report yourself, which takes only a few minutes.

CONTENT CREATION & DESIGN



All-in-one content creation tool with dynamic team collaboration features
<http://jfa.tips/Visme>



Photo editing tool for editing and cropping images



Digital writing assistant that supports clear and effective communication



Cloud-based documents for real-time content creation and collaboration

Dropbox

dropbox.com

Boasting 500 million users and 200,000 businesses, Dropbox is the most popular platform on which to store and share files in the cloud. It's especially useful for companies that need a reliable way to share information with telecommuters.

Polaris Office

polarisoffice.com/en

Polaris Office is a reliable alternative to Apple's iWork that lets you edit, create and sync files from your phone or device. The app is available to download on Windows, Mac, Android and iOS devices.

Mailchimp

mailchimp.com

MailChimp helps you build and manage your mailing lists and easily create and send newsletters. You can also build and customize email templates and view performance reports about your emails. This information can help you send your customers more relevant emails.

As we return to “normal,” telecommuting will remain a standard component of the travel and meetings industry. Face-to-face meetings will return sometime in 2021 but, in the meantime, we must find ways to continue our collaboration and communication.

Hubspot

hubspot.com

We use HubSpot as our integrated marketing tool – for everything from email marketing and our company blog to social media and targeted inbound marketing. It's really been a great tool for us, and HubSpot have recently released mobile apps for iOS and Android. These allow me to see progress on our marketing activities, get notified when we have new leads, publish and monitor social media, and really take action on any marketing tasks from my mobile devices that would previously have required me to be at my PC

Addappt

site.addappt.com

Addappt makes it easier to manage your contacts. When your business contacts, friends and family update their contact information, the changes automatically extend to your phone, provided your contacts also use Addappt. You can also organize contacts into groups and send messages via the app.

COMMUNICATION



Team communication platform for talking to team members



Remote work tool to track time zones and locations of team members



One-click video call software for team meetings



50.9 percent of the U.S. population will be freelancing in 10 years. Even before the pandemic, I experienced a shift in the acceptance of remote work arrangements.

your team's conversations into separate private or public channels or send a direct message. The app also makes it easy to drag, drop and share images, PDFs and other files right in the chat. It automatically indexes and archives any message, notification or file, and there's no limit to how many users your business can add.

You Mail **youmail.com**

Unique, personalized voice mail messaging. 2ndCell number provided. Text transcription of voice mail messages.

Carbonite **carbonite.com**

We use Carbonite as a backup of our backups, just in case. You do not want to lose your stuff people! Dropbox also makes it very easy to sync across devices all the time, we love them!

Fuze

fuze.com

Fuze is a videoconferencing app that hosts online meetings for all devices and operating systems, including iPads and tablets. It offers high-definition video and crisp audio, and it's easy to set up and download.

Pushover

pushover.net

Pushover sends push messages to any smartphone and organizes messages and notifications from your devices in one common space. You can send 7,500 messages each month for free and receive an unlimited amount of notifications on Android and iOS devices and desktops.

Slack

slack.com

With Slack's instant messaging platform, you can organize





Genius Scan

thegrizzlylabs.com/genius-scan

I'm rarely in the office and often find myself needing a scanner for contracts and specifications. There seem to be a number of good scanner apps on the market, but I use Genius Scan. It's fast and easy to use. The photo manipulation feature is very intuitive and I can quickly email or export my completed image as a PDF to Dropbox, Evernote, and more.

Pic Tap Go

gettotallyrad.com/pictapgo

Most of the stuff we post on Instagram is taken on our phones, so you kind of need a good array of editing apps to make your stuff stand out. A particular favorite of ours is Pic Tap Go. It is the cheapest and does everything you could want it to.

Rescuetime

rescuetime.com

RescueTime automatically tracks time you've spent on applications and websites and sends you detailed reports based on your activity, giving you an accurate picture of how you spent your day. You can set alerts to notify you when you've spent a certain amount of time on an activity, like social networking or reading the news, and block distracting websites. It works for Mac, PC, Android and Linux.

My Minutes

myminutesapp.com

If you find you can't stay focused on your most important tasks—or you're wasting too much time on Facebook—My Minutes can help you stay grounded by setting goals, such as "Spend only one hour checking email" or "Work out for 30 minutes." The app is available for iPhones only.

Omnifocus

omnigroup.com/omnifocus

OmniFocus is a personal task manager that lets you create projects and tasks and organize them into to-do lists. OmniFocus syncs between your devices and works with iPhones, iPads, Macs and Apple Watch.

SALES & MARKETING

pipedrive
Sales CRM tool that automatically feeds leads into sales pipelines

agora pulse
Social media management tool for scheduling and managing online content

zoom
Video conferencing software for hosting meetings with prospects and clients

livestorm
Webinar software for hosting live informational video streams

respona
All-in-one PR and link building software that combines personalization with productivity



The Greater Miami Convention and Visitors Bureau remains grateful for the continued partnership of our meeting planners and colleagues. Relationships are what this industry is about, and we value every one of ours. The destination is ready to welcome you and your meetings with the safety and support needed for the attendee experience at the forefront. From airport arrival to hotel check-in to meeting implementation, our destination has taken it all into consideration following CDC guidelines and protocols, and beyond. Check out our Destination Pledge on our website.

Once you are here, you will experience the international sophistication, tropical beauty, and cultural diversity that Miami delivers. Discover the Caribbean heritage of Little Haiti and Little Havana, or the Bahamian roots in West Coconut Grove. Explore Historic Overtown's rich African-American history or the thriving Native-American community in South Dade.

Miami also has a vibrant art scene. Head to Wynwood Art District for street art or admire the architecture in the Design District.

Miami has wonderful places to easily practice social distancing, including 1.1 million acres of national parks.

When you are ready to plan your next meeting, be assured that our destination is ready to host you safely and provide an atmosphere of warmth and wonderful service.

GMCVB offers full-service support, helping our clients and partners get the information needed to confidently find the perfect Miami hotel, convention center, and/or venue to execute their next meeting or convention. Visit MiamiMeetings.com to learn more and find out special offers.

About Greater Miami and the Beaches

Greater Miami and the Beaches is a global destination with dynamic venues and world-class hotels. Breathtaking landscapes and vibrant neighborhoods set the stage for Miami's art, attractions, and beaches. With full-service support from the Greater Miami Convention and Visitors Bureau, you'll find everything you need to make your meeting shine.

© Greater Miami Convention & Visitors Bureau
The Official Destination Sales & Marketing Organization for
Greater Miami and the Beaches

MiamiMeetings.com



Dedicated to making event planning a breeze, Kalahari Resorts and Conventions has everything you need — first-class service, up to 1,000 guest rooms, premium chef-led dining, customizable meeting spaces, spa treatments, America's biggest and best in family-friendly amenities, and a whole lot more — all under one roof.

We recently expanded the ideal meeting and event experience by doubling the size of our Wisconsin and Pennsylvania convention centers to over 200,000+ square feet, bringing those up to size with our Ohio property at 215,000 square feet. Plus, with locations in the Midwest, East Coast and Southwest that are under two hours away from several major cities, Kalahari offers a short commute but enough separation for guests to completely focus on their convention experience.

Our venues are the ideal location for meetings and events of any size, from trade shows, exhibitions, conventions and conferences to faith-based retreats and other gatherings. Our dedicated teams have more 400 years of combined event experience planning more than 20,000 events.

Why choose Kalahari? From experienced staff and versatile, best-in-class meeting space to stunning accommodations, enviable amenities and conveniently located properties, your meeting or event is sure to leave a beyond-expectations, lasting impression.

About Kalahari Resorts and Conventions

Kalahari Resorts and Conventions in Wisconsin Dells, Wisconsin, Sandusky, Ohio, the Pocono Mountains, Pennsylvania, and coming soon to Round Rock, Texas, delivers a "world-away" waterpark resort and conference experience beyond expectations. The authentically African-themed Kalahari Resorts, privately owned by the Nelson family, is home to America's largest indoor waterparks.

kalaharimeetings.com

[linkedin.com/company/kalahari-resorts-&-conventions/](https://www.linkedin.com/company/kalahari-resorts-&-conventions/)

T: 855-411-4605



Nestled into a 10-mile barrier island in South Carolina's Lowcountry, Kiawah Island Golf Resort immerses attendees in an unspoiled natural setting that inspires teams and delivers a meeting experience you have yet to imagine.

The Resort offers indoor and outdoor venues customizable to every group's needs within a secluded, gated community. Unveiled in March 2020, the West Beach Conference Center provides 23,000sf of flexible meeting spaces featuring oversized windows that invite in an abundance of natural light and open onto tranquil island panoramas.

Resort-wide accommodations complement group settings and include The Sanctuary—a Forbes Five-Star, AAA Five-Diamond oceanfront hotel—while Resort Villas offer private spaces to relax and feel at home in an island paradise.

The Kiawah Dining Collection offers a diverse range of culinary explorations—from a gourmet steakhouse overlooking the Atlantic Ocean to an authentic oyster roast set along the banks of the Kiawah River.

For motivational team-building, the Resort delivers five acclaimed golf courses—including The Ocean Course, home of the 2021 PGA Championship—and over 100 invigorating recreational activities and nature excursions.

Opportunities for relaxation and recharging are equally as plentiful on the Resort's highly acclaimed beach as well as The Spa at The Sanctuary. With pampering treatments inspired by its idyllic coastal environment, this Forbes Five-Star spa is an experience in its own right.

Each of these experiences—both in and out of the meeting room—deliver the pivotal moments that stimulate creativity and open the doors to innovation and progress.

About Kiawah Island Golf Resort

Kiawah Island Golf Resort is the ideal destination for inspired meetings in South Carolina. Reward attendees with Forbes Five-Star hotel accommodations, impeccable group venues, collaborative team-building activities and renowned golf. Your group will enjoy these amenities in distinctively serene natural surroundings for a truly unforgettable experience.

kiawahresort.com/meetings

facebook.com/KiawahResort

twitter.com/kiawahresort

instagram.com/kiawahresort/

linkedin.com/company/kiawahresort/

youtube.com/channel/UCEI0j5mnAeCERC8pq4QTgyg



Meeting attendees enjoy plentiful opportunities for wellness throughout Naples, Marco Island and the Everglades. From restorative yoga sessions on the beach to on-site spas at several area hotels and resorts, Florida's Paradise Coast is the one destination that makes it easy to combine work and play.

Much of this is thanks to the community's commitment to the Blue Zones Project, a wellbeing initiative that makes it easier to make healthy choices. (And happy and healthy is what this destination's all about, having topped the Gallup National Health and Well-Being Index for four years in a row.) When attendees visit Naples, Marco Island and the Everglades, they see the Blue Zones effect all around. It's in better-for-you menu options at restaurants, which feature locally sourced produce and fresh-from-the-Gulf seafood. It's in immersive nature trails like the Gordon River Greenway, where they can walk, bike or run the boardwalk and glimpse birds, fish and other wildlife in the natural wetlands below—then take their seat in the boardroom that afternoon. And it's in the innovative cooking classes hosted by some of the area's top chefs, which allow attendees to take their own place in the kitchen. It all makes the Paradise Coast a healthier, happier place to work, play and visit!

Naples, Marco Island and the Everglades offer countless ways to add an extra dose of wellness to your meeting or extended visit. Explore health and fitness-oriented events, meeting locations and attractions at paradisecoast.com/wellness.

About Florida's Paradise Coast

A natural and cultural gem, Florida's Paradise Coast is where the Gulf of Mexico's sparkling waters meet white sand, wild islands and downtowns filled with artful treasures, culinary delights and countless other discoveries. Explore Naples, Marco Island and the Everglades, and find your most idyllic Florida meeting destination.

MeetInParadise.com

twitter.com/ParadiseMeeting

linkedin.com/company/florida's-paradise-coast



Figment Design is a full service marketing agency located in the heart of Coconut Grove. We have been in business for over 27 years and loving every second of it. We place a detailed focus on your creative brand, the message, the audience, how we touch them, and how we get them to your doorstep. Our clients range from travel and tourism, resorts, cruises, medical, outdoor power and equipment, casino, interior design, flooring, health and beauty. Regardless of your focus, our professionals are ready to accept the challenge.

figmentdesign.com