

over 400 documents from people contributing to the discussion and documentation. The documents are easily searched by keyword using the Glimpse search engine. For example a search for "China" entered into the search box would report all e-mail's which contained the word "China". These files can be viewed using the World Wide Web as text files. They can be viewed with the lowest level of equipment and browser to maximize their accessibility.

Virtual Summit Web Page

The Virtual People's Summit Web page is hosted on Vancouver Community Network's server and has the URL <http://www.vcn.bc.ca/summit/>. The Web page was registered with search engines both manually, using registration services and through the use of meta tags. The Web site was also publicized through the Listserv and via other People's Summit publicity including radio and television.

A large volume of information was stored at the Virtual Summit web site in an accessible form by anyone with access to the World Wide Web. Page guidelines included that the material be readily accessible using both text and graphic browsers.

The Web site included information on the mission of the 1997 People's Summit on APEC and a description of how the Virtual Summit relates to the overall event. A registration section and forms for printing and mailing were among the first documents to be both installed and used by overseas users. The time savings in being able to access, print, then mail in a form, are great when there is little time available.

An online schedule of the Summit with information on content and speakers was posted well before its starting date. This was modified and improved as more information became available. Links were installed from the schedule to related information and sites.

The Web based schedule was able to accommodate and publicize last minute changes in a way that is very difficult and expensive with print based media. It was also not limited by considerations of size so was able to make available material from comparable events of previous years. These web pages are installed and maintained in the countries in which the previous summits took place.

The Virtual Summit Web page provided a wealth of information and related documentation for those with the time and interest. Also each Issue Forum of the Summit provided information for documents to provide a context for their particular day of events. Many of the groups had a large range of documentation and supporting links to related sites on the Internet. Some of these were highlighted by featuring them on the front page others were left imbedded as background material. A navigation bar was installed on each page to avoid dead ends and provide quick access to the key resources of the Web page such as the Search engine, daily Communiqués and the Issue Forums.

Each issue forum group was encouraged to participate in and claim "ownership" of its page. While this did happen to some extent, more often the groups without Internet skills provided the Web designer with information, while those with higher skill levels installed parallel pages on their own systems which were more integrated with their regular Web presence and operations. All participating groups managed to achieve some degree of