



## TODAYS CONFERENCING READY-ACCESS WEB MEETING

### Meet Now to Enhance Communication and Speed Decision-Making to Achieve Your Business Objectives

Ready-Access Web Meeting is designed to optimize your meeting experience to make it easy for you to share ideas with colleagues in different geographic locations. With Ready-Access Web Meeting, it is easy to manage all aspects of your meetings – from scheduling and sending meeting invitations, customizing registration questions, to creating podcasts and viewing reports. Plus, our in-conference controls make sharing documents or applications and managing your audio call simple.



Reach anyone, anywhere, anytime

#### WHY CONFERENCE AND COLLABORATION ONLINE?

- Conduct global business simultaneously online and by teleconference anytime, anywhere with anyone
- Connect your geographically dispersed organization instantaneously to maximize time, productivity and resources
- Cut down on T&E expenditures, such as plane tickets, hotel rooms and meals, while proactively reducing your organization's carbon emissions and thus carbon footprint



#### WHY READY-ACCESS® WEB MEETING?

- Audio and Web communication with just one set of login numbers to remember
- A cost effective way to communicate. Reduce travel, expenses and downtime, while increasing productivity.
- Reach a global audience with International toll-free and toll teleconference numbers from around the world.
- Share presentations with up to 2,000 participants worldwide (\*\*350 in application sharing mode\*\*)
- Benefit from an easy user interface with robust functionality, interactive tools and integrated audio controls.
- Feel safe with multiple levels of Security including:
  - Seven-digit access code
  - Chairperson passcode
  - Option for a third conference-specific security code
  - Encryption for recordings and PowerPoint files stored
- Utilize one central online location to manage all aspects of your meetings

- Extend the reach of your presentations by emailing out the recordings or publishing them as podcasts.
- Enhance your department meetings, training, sales presentations and project management capabilities.

## PRE MEETING FEATURES

**Email Invitations** – Create and send invitations (compatible with most calendaring systems) that automatically populate the chairperson and meeting participants' calendars

**Custom Branding** – Upload your company logo or a custom image to show on every email and meeting web page.

**Customize Registration Questions** – Customize registration fields to collect specific information from participants that is important to your business.

**Reminder Emails** – Schedule and send reminder emails to increase attendance to your meeting and ensure they remember the date and time.

**Track Marketing Campaigns** – Create unique registration links for your specific marketing campaigns and identify your most effective lead sources.

**Pre-Meeting Reports** - View the number of people registered for your meeting and their individual registration data.

**Microsoft® Office Outlook®** - Outlook integration streamlines the invitation process and enables you to schedule meetings quickly and easily.

## IN MEETING FEATURES

**Presentation Sharing** - Share PowerPoint® slides and graphic files during a Ready-Access meeting, using slide caching to speed delivery. Participants view the slides and images using a standard web browser.

**Desktop Showing** - Show and share visually, applications, web pages, files or software to participants in real time. Meeting attendees can see exactly what you are doing—including your mouse movements and keyboard inputs

**Application Showing** - Show or share any application such as Excel files, documents, websites or proprietary software.

**Annotation Tools** - Use the Annotation tools to “mark up” slides on your presentation so by participants can be more engaged in your meetings.

**Co-Presenters** - Grant co-presenter status to any participant in the conference who has a valid version of Java. Co-presenter status enables a participant to gain additional functionality allowing them to control some but not all aspects of the conference

**Integrated Audio Controls** - Using the web conferencing interface, you can manage your audio call online. Conference commands include dialing-out to participants,

requesting operator assistance, mute/unmute, lock/unlock conference, playing roll-call, recording, etc.

**Record a Meeting** - Recordings are the next best thing to attending a Web Meeting session, and provide a great way to keep individuals informed and document what occurred at a meeting when you can't be there in person. You can record a presentation including the audio portion, and make the recording available to others to view later at their convenience.

**Chat** - Allows participants and presenters to communicate to each other through the web interface. Chat is also a way to ask questions during a conference.

**Q & A** - Manage Q&A sessions on your Ready-Access conference more easily with an interactive participant “hand raise” feature. Use this feature for quick ‘yes/no’ polling during a meeting.

**Security** - Assign optional security pass codes that participants must enter to access a web conference or recording. All Chairperson and participant connections to Web Meeting are SSL encrypted for security.

**Thumbnail Navigation** - Makes it a snap to preview and advance through each active document during your presentation.

**Broadcast Audio** - Broadcast Audio delivers high quality audio through your audience's computer speakers providing them with a convenient option for listening to your next Event or Event Express audio conference. Participants using the Broadcast Audio feature in Web Meeting listen, view slides and interact via chat with the chairperson using their computer.

## POST MEETING FEATURES

**Post Meeting Survey or URL:** Customize a survey page to collect feedback or additional information from attendees after the meeting. Or direct people after the meeting to your website or to another survey page.

**Post Meeting Emails** Send thank you emails to attendees or to people who could not attend your meeting. Include a link to the recording or a copy of the presentation in the email.

**Reporting** - View detailed registration, campaign tracking, web, audio, chat and post meeting survey reports.

**Edit Recordings** - Edit recordings to cut out unwanted portions and to make a more professional playback.

**Podcasting** - Make recorded content – audio and visuals – available as podcast episodes on iTunes or like services for playback at listener's convenience.

**For more information call your Todays Conferencing account manager today or visit us at:**  
**847-749-2565**

<http://www.todaysconferencing.com>