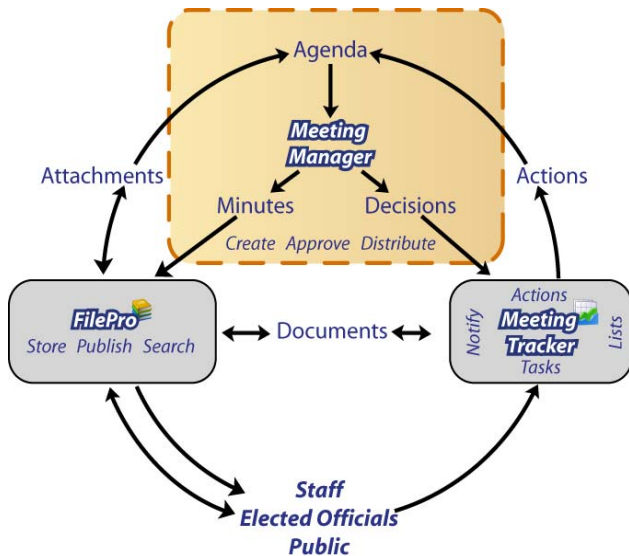




# Meeting Management



Our **AcademicWeb Meeting Management Solution** supports and streamlines the many clerical and information management functions so critical to the success and effectiveness of your meetings.

Our **AcademicWeb Meeting Management Solution** assists in delivering open, accessible and green universities, colleges and school districts.

Our **AcademicWeb Meeting Management Solution** provides increased visibility into the entire meeting process through a “dashboard” view of all agendas, minutes and actions created, approved, distributed, and stored throughout the organization.

Simply put, our **AcademicWeb Meeting Management Solution** is all about *Easing Meeting Demands*.

## HIGHLIGHTS

- Our electronic agenda supports green initiatives by enabling dramatic reductions in paper consumption thus reducing your carbon footprint
- Reduction of the repetitive ‘copy and paste’ process when preparing, approving and distributing agendas, minutes, related forms and actions
- Creation of agenda items electronically
- Last minute changes can be easily and quickly accommodated
- Multiple types of attachments can be used, and there is no limit to the number of attachments
- There is no limit to the number of templates, and you have complete control to make changes to existing templates or create new ones
- Automatic page re-numbering, even for last minute additions to the agenda
- Built-in approval process with e-mail notification
- Final agendas, minutes, and related documents can be quickly and easily posted to a designated website (via the *FilePro* module) for public and/or staff access
- Ability to project HTML split screen view of agenda during meetings
- Hard copy versions of agendas, minutes, forms and actions lists can be printed at any time
- Minutes are pre-populated for quick on-the-fly minute taking during meetings
- Capture and tracking of meeting decisions and action item follow-up
- Powerful search capabilities
- Flexible access levels and security options, and complete administrative control over most key settings
- License includes unlimited users provided such users are employees of the Customer
- Surprisingly affordable pricing based on the size of the organization

*“Your team’s commitment to exceptional customer service and your willingness to continually improve your products and services based on feedback from your customers will ensure that your products continue to meet the changing needs of any organization.”*

Maryanne Bower, Executive Assistant, University Secretariat | Thompson Rivers University, BC

**iCompass**

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**ACADEMICWEB... EASING MEETING DEMANDS**