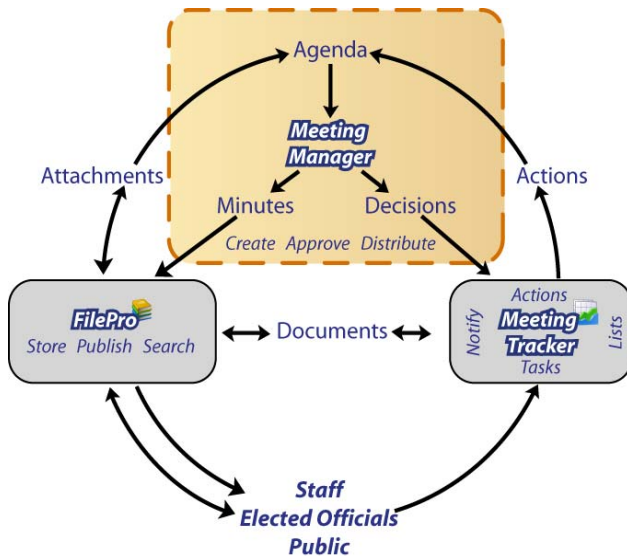




Meeting Management



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

Our **CivicWeb Meeting Management Solution** assists in delivering open, accessible and green government.

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

Simply put, our **CivicWeb 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 agenda packets, 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 packet
- Built-in approval process with e-mail notification
- Final agenda packets, 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 packet during meetings
- Hard copy versions of agenda packets, 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

“In the past, we would gather the information and then copy and manually collate. It took 1 staff member 2 or 3 days to prepare and mail all the packets. Using Meeting Manager and FilePro, we have been able to cut down the packet preparation to only 4 hours.”

DeAnn Harman, Meeting & Workshop Planner | Association of Washington Cities

iCompass

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CIVICWEB – EASING MEETING DEMANDS