

MeetingSphere Overview

MeetingSphere is the meeting productivity solution which makes meetings more engaging and productive where ever they occur: face-to-face or online, same time of anytime or a 'hybrid' combination of the formats. With MeetingSphere, teams get more work done in less time because everyone has a chance to contribute their ideas immediately. Meetings can be tailored to specific needs (idea generation, prioritization, problem-solving, business processes). Follow-up on meetings is fast and easy with the ability to track actions and generate instant reports.

Anyone who needs to work with groups or engage stakeholders can immediately run better meetings with better results. MeetingSphere is available in a variety of deployment options tailored to the needs of individual professionals on end of the scale and global corporations and governments on the other.





MyMeetingSphere




is MeetingSphere's offering for individuals who do not require the functionality for sharing and collaboration between multiple Hosts and the administrative features required by organizations.

The My MeetingSphere Subscription allows you personally to run an unlimited number of meetings for an unlimited number of participants at a flat subscription rate. Participants do not require a subscription and do not incur any cost.

Complete Meeting Productivity Toolkit

MyMeetingSphere delivers the full toolkit for running engaging and productive sessions:

	Agenda Templates. Design and save ready-made session agendas. For personal productivity or to apply "Best practice" of your organization.
	Brainstorm. Get ideas flowing fast and sort ideas into themes. Full anonymity or optional tagging by team make for openness and flow.
	Discussion. Engage participants to exchange arguments or points of view on multiple topics simultaneously.
	Rating. Prioritize items on one or multiple criteria. Analyze results via tables or charts to identify consensus and inform decision making.

	Presentation. Share any PDF instantly as a slide show. Invite participant to provide feedback on the optional discussion channel.
	ActionTracker. Plan and track actions. Who does what by when? Clear priorities and time lines. Versioned decision and progress report logs.
	Report. Instant minutes, fully-formatted and branded. Full documentation or management summary. Specify with just a couple of clicks.

Why MeetingSphere?

- ▶ Easy to use for both Host and participants
- ▶ Increased productivity: Do more, better, faster
- ▶ Easy reuse of successful agendas (templates)
- ▶ Full engagement of (distributed) participants
- ▶ Openness and disclosure through optional anonymity
- ▶ Structure and instant prioritization drive results
- ▶ Takes popular facilitation methodologies to the Internet
- ▶ Instant session report in MS-Word (docx) or PDF format or export to Excel

Served from the Cloud

MyMeetingSphere is delivered as a software service (SaaS) from the Amazon Cloud (AWS) which provides the highest levels of security and, of course, 24 x 7 application monitoring. Customers from the Americas are served from Amazon's US data centers in Virginia or Oregon. International customers are served from Ireland, Singapore or Australia.

Easy access

MeetingSphere runs in the browser's Flash® plug-in. No download. No installation. Users connect via the standard ports and protocols http (TCP 80) and https (TCP 443).

Users of tablets (iPad or Android) currently use a Flash Browser such as Puffin (recommended). Apps for iPad and Android will be available by April 2014.

Upgrade

Should you suddenly find that it makes sense to start using MeetingSphere as an organization, you can always upgrade to a Business MeetingSphere or better. Nothing will get lost in the process.

If you require support of off-Internet venues, check out the Portable MeetingSphere Server.