

MeetingSuccess

Connecting people and ideas
Anytime • Anywhere



Another meeting success!

We specialize in applying
electronic processes
to facilitate meetings

What is an electronic meeting like?

Ideas shared in discussion, are enhanced by the addition of networked computers running specialized decision support software. A facilitator operating the system, guides participants through a structured agenda. The electronic meeting process typically consists of brainstorming, reviewing and organizing the ideas generated, evaluation and prioritization of those ideas and developing recommendations for action.

Benefits of electronic meetings

- Objectives remain in focus by using a structured process and agenda;
- Initial levels of consensus can be measured to avoid needless discussion on areas of agreement;
- Anonymity allows participants, from the most reluctant to the most enthusiastic, to express their ideas in their own words;
- Ideas are valued, not their sources;
- Votes, ratings and priorities are captured and displayed graphically in real time;
- Time spent in meeting rooms is reduced;
- Groups can work effectively in parallel;
- Proceedings are accurately documented;
- Electronic reports are available to all at the end of the meeting;
- Participants leave the meeting with results they understand and can support;
- This process scales up well for very large groups;
- A system operator or facilitator provides instruction as needed throughout the process.

Hold your meetings anytime • anywhere

MeetingSuccess supplies the software. The meeting mode determines other required resources as follows:

Same time • Same place

- client supplies a suitable meeting room
- MeetingSuccess provides the network of laptop computers

Same time • Different place

- participants need Internet Explorer and teleconferencing access

Different time • Different place

- participants need Internet Explorer

Applications suited to electronic meetings

- Workshops, seminars and conferences
- Focus groups
- Priority setting
- Strategic planning
- Business planning
- Request For Proposal (RFP) development
- Proposal evaluation
- Collaborative document writing
- Risk assessment and management
- Lessons learned
- Vendor conferences
- Agenda development for regular meetings
- Project team dialogue
- Regional office reports to headquarters
- Consultation with stakeholders and customers

Ideas for conference success

- Post a web session prior to an event and save more time for discussion at the meeting;
- Use the meeting software tools to capture the expectations of participants;
- Capture questions and comments in real time for keynote speakers. If time is short speakers can easily respond online afterwards;
- Use end-of-day reporting to prepare for the next day's activities;
- Conduct quick end-of-day reviews to benchmark progress;
- Maintain an online parking lot where anyone can enter stray ideas;
- Evaluate the meeting with a survey either at the end of the meeting or later online;
- Use online activities to continue the dialogue after the conference.

Consulting process for electronic meetings

- A member of the MeetingSuccess team works with you to prepare a structured agenda to achieve your goal(s) based on your stated objectives;
- We develop the agenda with productive activities for your meetings, workshops, conferences or other events. All or part can be conducted face-to-face or over the Internet;
- Guidance is provided during the meeting, so that no prior experience or training is necessary;
- Depending on the requirements, contributions can be either anonymous or attributed;
- The electronic meeting process serves any number of participants well;
- At the end of your meeting you receive an electronic document. Specialized reporting can be completed after the meeting.

We sell the software we use

Meetingworks® is a facilitated tool used to gather participant input on lists of items or ideas, evaluate ideas or proposals and to compare alternatives. Graphical results are displayed immediately and electronic reporting is completed in minutes. A system operator or facilitator runs the software during each meeting and guides participants through the electronic meeting process. Facilitator training in the use of Meetingworks is also available to purchasers.

Collaborate 101© is an easy-to-use browser-based application for group collaboration. It supports simultaneous inputs from all group members, into a document in outline format. This software can also be used to create instant surveys to measure client satisfaction or gather feedback on your meetings. Collaborate 101 can be used in a facilitated manner or by members of a group working independently.

For a free introductory consultation on electronic meeting systems solutions for your business please contact

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