



Online Meeting & Presentation Webinars

KEY POINTS

The software offers:

- **Versatility:** Meetings, presentations & training can all be used within your company and with your clients, whether they are in Crawley, London or Dubai.
- **Recording and instant playback** – it is crucial that some meetings are recorded: HR meetings, complex strategy meetings etc. The whole meeting is recorded, so this includes any text typed in the Text Pod, and powerpoint presentations. All resources are also in one place if they need to be used at a later date in the project. Playback of the recording is instantaneous at anytime
- **Spontaneous extensions of previous meetings** – all the resources will be online to refer to and add to, enabling you to pick up exactly where you left off.
- **Reporting:** Track attendance of your participants
- **Don't worry**, if you are camera shy, you don't need to be on-screen. We can upload your picture instead, or alternatively have no image at all
- **There is no software installation**, Flash is present on 98% of all computers, so your IT department will be happy.

Our service offers:

- **Resource preparation** – We can do all the background work for you. Send out all invites, organise registration, Convert all video & powerpoint to Flash format & have it ready to hand in your meeting room. We can also edit video & audio files into your powerpoint presentations.
- **Fully managed service** – with preparation of materials for the meeting; whether it be uploading of files for sharing or coding of video and powerpoint to Flash, allowing worldwide viewing of all the materials required.



Management includes:

- **Complete technical support** – Your company may wish to save time and money taken up in meetings and associated travel, but may find their staff are either wary of the technology surrounding internet based communication or feel they cannot communicate effectively via this means because it is unfamiliar. Additionally, the finance department may worry about the cost of buying software and the technical support that accompanies it.

To overcome these concerns, we offer full support in tutoring the inexperienced user, We also offer UK based, live technical support throughout the meeting if required and clear pay per use pricing.

- **Competitive pricing**
We believe that the majority of companies do not want to sign up to complicated hosting licenses which are expensive and inflexible. The software usually requires additional licenses for every 5 users, and additional licenses for activities within the master software, for instance uploading and displaying powerpoint.
- **Clear pricing.** We have based these online services on a simple low payment per computer, per minute, with a set-up fee per meeting which includes invitation and registration of participants and UK based live technical support

Conclusion

In conclusion, preparation for any meeting is important and we work with you, keeping you in the picture and looking after the details of the meeting for you. We provide the background support to allow you to carry on your business effectively, whilst enjoying the knowledge that the materials you require are on-hand and that help is instantly available. **The additional benefit here is that your IT team will be free to work on the projects that really matter.**

First Sight Media like to work in partnership with our clients, helping you to achieve your goals with our services. We feel that flexibility is important too, so will do anything in our power to assist your aims.