

# eMeetings

## Take the administrative workload out of meetings

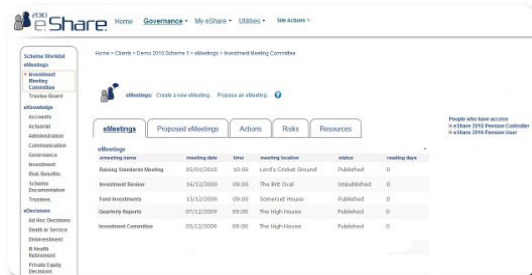
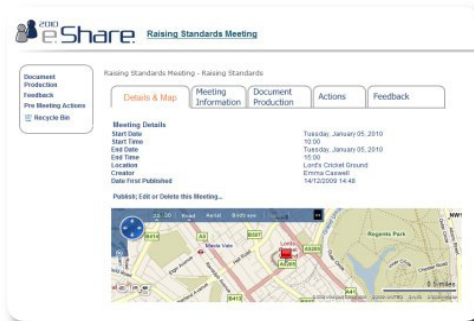
eMeetings simplifies the collation, distribution and maintenance of meeting information, saving secretariat resource, trustee time and paper.

### Focus on Governance, not paper chasing

Far too much administrative time is spent setting up meetings, keeping track of agendas, attendees, papers and actions.

eMeetings is a virtual secretariat that frees you to collaborate, keep track, and automate - for effective, simplified meeting management

- Collaborate on building agendas
- Enable attendees to upload associated papers
- Create pre and post meeting actions with ownership, alerts and reminders
- Automatically issue meeting requests and track responses
- Give controlled access to external advisors, independent and retired Trustees
- Access from anywhere with extensive security controls
- Full archive of historic meetings can be accessed when required



"We are saving a huge amount of time, and paper, by no longer having to print and photocopy large reams of paperwork. And we no longer rely on posting board packs."

- Richard Norton, Secretary to the Pensions Scheme Trustees, Anglian Water



### How eMeetings benefits you

**Saves secretariat resource**

**Meeting information distributed earlier**

**No longer have to store paper**

**New trustee members get up to speed faster**

**Speeds up process of preparing for board meetings and sub-committees**

**The issuing of late or amended papers is eliminated**

### Meeting Pack Print and Distribution Service

eShare are now offering a service to print and distribute your meeting packs to the attendees. Free up your time, and save money by taking advantage of this service.

### A Complete Governance Solution

Combine eMeetings with our other modules to create a complete solution to meet all your governance needs. Available modules include: **eKnowledge, eControls, eDecisions, eView, eAppoint, Procedure Manager** and **Trustee Training**.

### Contact us:

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