

**Tired of one-way communication  
and want to stimulate participation?**

**Looking for a way to engage meeting  
attendees in meaningful dialogue?**

**Going green and using less paper?**



**MtgWorks™**

**MtgWorks™ is built upon an iPad app, designed to facilitate engagement at meetings of all sizes.**

We support meetings and events in four areas: Table Talk™ Dialogue, Audience Response Polling, Presentation Viewing, and as a Paperless Meeting Resource. The MtgWorks™ app is customizable for any event; it features 16 different ‘modes’ or functions, each of which can be activated, depending upon the requirements of your meeting. MtgWorks™ also features four user role configurations: Participant, Presenter, Facilitator, and Editor. Effectively used, these roles help chart the course and tone of each session.

**MtgWorks™ is flexible.  
Your iPads or ours.**

We can provide MtgWorks™ as a turnkey solution and seamlessly provide content delivery, facilitators, the production kit, wireless network and show crew. Or, we can work with your facilitators; use your delegates’ iPads or your’s. We can utilize suitable venue wireless networks or work with your audio-visual production suppliers. MtgWorks™ can support you, from a single audience response session to an entire meeting solution.

**MtgWorks™ is competitively priced  
and it comes complete.**

The complete MtgWorks™ app is a free download from the Apple App Store. Your investment is determined by facilitation needs, the number of delegates, your audio visual/network hardware requirements, and the amount of personalization or customization your event may require.

**Creating a MtgWorks™ driven event  
is straight-forward.**

It begins with a conversation about your meeting objectives and how the MtgWorks™ app and team can support them. We consult and collaborate with your team to integrate the technology where it most adds value. We then customize the app, branding it to reflect your brand identity and the look and feel of the event. We then add your content and create the interactive components, the questions and polls, that will engage your audience.

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# Features



MtgWorks™

## Meeting support features

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### Table Talk™ Dialogue

- Electronic Flip Charts
- Roving facilitators
- Live commentary 'Tweet' display

### Audience response

- A wide range of formatted question types are available - True/False, multiple choice, written response, etc.
- Instant display of polling results if desired

### Presentation tools

- Slides can be pushed simultaneously to multiple devices
- These slides can include audience response polling, and Table Talk™ commentary
- Responses can be displayed on main screens

### Paperless meeting tools

- Meeting agenda
- Speaker biographies
- Downloadable meeting resource materials
  - Documents
  - Presentations
  - Videos
- Venue and regional maps
- General meeting information

## Modes

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- |               |             |
|---------------|-------------|
| • Table Talk™ | • Agenda    |
| • Polling     | • Speakers  |
| • Survey      | • Delegates |
| • Feedback    | • Resources |
| • Live        | • Concierge |
| • Ask         | • Info      |
| • Video       | • Venue     |
| • Exhibits    | • Sponsors  |

## Role configurations

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For Table Talk™ Dialogue and Audience Response Polling, the app works in four configurations:

### Participant

This is the configuration is for delegates participating at the event.

### Presenter

This is the role for controlling what is seen on the iPad screens at an event. This role can be handled by MtgWorks™ or by a member of your team.

### Facilitator

Facilitators can gather in a huddle or walk throughout the room. They are able to review commentary, feedback and poll responses in real time. They can highlight individual responses and synthesize themes for meeting presenters. MtgWorks™ supports any number of facilitators.

### Editor

The Editor can push all responses to the screen or can moderate the feed using recommendations from the Facilitators.

## Results and metrics

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All responses and data created during MtgWorks™ sessions are formatted and output as both printed and digital reports at the end of each session.

## Local network requirements

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MtgWorks™ can supply the required wireless network, or if the meeting venue has a suitable network, we can utilize it. We will work with you to determine whether or not the current infrastructure can deliver the required bandwidth and support the number of simultaneous users required for your event.