



# SpeakSpace Web Conferencing

## Feature Sheet

The need for conference calls and virtual meetings has become part of our everyday efforts to get the job done. But it can be difficult to make meetings effective, maintain your attendees' attention and ensure you've got everyone engaged in the conversation.

You need a collaboration tool that allows you to really interact with remote teams, keeping them focused on what you're demonstrating, working in real-time on projects and making eye contact while you communicate. And you need it to be easy—no jumping through hoops to set-up or run the meeting.

SpeakSpace Web Conferencing brings you a one-stop web conferencing solution that allows you to plan and execute your meetings and engage face-to-face with your audience—all in a manner that is simple and convenient to use in your everyday business.

Features	Benefits
<b>Scheduling</b>	
Microsoft® Outlook® Integration	Send participants invitations from Outlook for easy, one-click access to your meeting.
Reservationless Meeting Room	Host your remote meetings without the hassles of making reservations.  All moderators receive their own meeting room that's always open for collaboration.
<b>Joining</b>	
Full/Light Versions	Prior to a meeting, participants have the option to join with either the full or light version. The full version gives participants access to all features and complete interactivity. The light version is ideal for participants who only need to view content and video, are using Macs, prefer not to install software or have limited bandwidth.
<b>Conducting</b>	
Billing Codes	Better manage your budget by assigning specific billing codes to each conference.
Integration with Reservationless-Plus® Conferencing	Let this unique audio feature manage your contact information and automatically call you and all participants when the conference begins, eliminating the need to remember call-in numbers.
Audio Broadcasting*	Allow meeting participants to listen to the audio conference using their computer speakers.  *Available only with Reservationless-Plus integration.

Configurable Meeting Interface	<p>Maximize viewing space for sharing documents, applications or whiteboards by selecting <b>Full Screen</b>.</p> <p>Select <b>Force Full Screen</b> to maximize the viewing area for your participants, optimizing their meeting experience.</p> <p>Drag to resize all viewing panes and tool bars or close and open them with a single click.</p>
Recording*	<p>Record your meeting for later playback.</p> <p>*One-click recording available only with Reservationless-Plus integration.</p>
<b>Visual Communication</b>	
Document Viewing	<p>Share any document or presentation by converting it into a format that you can easily share and store in your virtual library.</p> <p>Preserve your presentation's slide transitions and animations.</p> <p>Protect your document from participant changes during the meeting.</p>
Application Sharing	<p>Share any application regardless of whether participants have it on their computer.</p> <p>Use moderator controls to give authorized participants the easy option to interact and edit documents on the spot.</p>
Browser Sharing	<p>Share the web pages without allowing participants to surf independently.</p> <p>Pull from your existing bookmarks while keeping them private from your participants.</p>
Whiteboarding	<p>Collaborate and brainstorm within remote meetings using a shared online whiteboard.</p>
Video	<p>Make live, face-to-face contact with other participants using basic web cams.</p> <p>Flexible video options let you follow the current speaker, take the podium or hide your video.</p>
Force Full Screen	<p>Set your participants' view so the document or application you are sharing fits their entire screen.</p>
Force Zoom/Unzoom	<p>Set your participants' view so their screen automatically focuses in on a specific area of the document or application you are sharing and return it to normal view.</p>
<b>Participant Interaction and Management</b>	
Chat	<p>Send instant messages to an individual or a group without interrupting the meeting.</p>
Polling	<p>Gain immediate feedback from participants using polling questions. Choose whether you want to publish results in the meeting and use easy-to-access reports to track responses.</p>

Question and Answer	Effectively manage inbound questions. Take questions from the group, answer them or assign them to others to maximize meeting efficiency.
Moderator Controls	<p>Manage each participant's access and involvement by defining their permissions.</p> <p>Make meetings as open or secure as you choose with locking, muting and dismissal features.</p>
Participant List	Monitor participants' activities during the meeting with a displayed list of who is on the phone and web and customize your view to show details.
Participant Retrieval	Start meetings on time by reaching out to participants through on-the-fly email invitations or audio dial-out numbers stored in your Outlook contacts.
<b>Advanced Security</b>	
Optional 128-bit Encryption	Choose which features to enable for encryption, including Video, Application Sharing and Document Viewing.
Security Passcodes	Add an additional layer of security with moderator-created security codes unique to each meeting.
Conference Lock	Prevent unauthorized access to your conference and limit disruptions.
<b>Post-meeting Administration</b>	
Stored Documents	Grant users access to posted documents related to your meeting. Stored Documents has several access options, including password protection, to maximize flexibility and security.
Online Reporting	View detailed reports about each meeting you host to see who attended, when and how long they attended and any related chat, question and answer or polling data for easy follow-up. Also access details about conference playback.
Playback of Recorded Events	After the meeting you can choose who can access recordings, password protect them, email links for playback or download the files to your computer or network. Detailed reports show who has accessed your recorded conference and how long it was viewed.

SpeakSpace Web Conferencing is a full-featured web conferencing service that also lets you easily conduct engaging, online webinars from start to finish for virtually any size audience. From scheduling the event to delivering your content to accessing detailed post-event reports, SpeakSpace Web Conferencing offers comprehensive and easy-to-use tools so you are free to focus on your message and your audience.

In addition to the functionality listed above, the following features are available with SpeakSpace Web Conferencing' Scheduled meeting capabilities.

Features	Benefits
<b>Planning</b>	
Scheduling	Set up events in advance and post them to a public calendar allowing participants to register and join your seminar.

Participant Information	Capture attendee contact information before your event by having participants register in advance. Ask questions to pre-qualify them.
Administering Registrants	Process registration requests and manage contact lists from one simple interface.
Microsoft Outlook Integration	Increase attendance by including the option to save the invitation to their Outlook calendars.
Practice Mode	Conduct a dry run of your event without opening up the meeting to participants.
<b>Conducting</b>	
Presenter Prep	Meet privately with your co-presenters before you begin the event. Once you're ready, unlock the meeting and allow everyone to join.