

# Conference Place<sup>SM</sup>



**For more information:**  
877.333.2666  
[www.intercall.ca](http://www.intercall.ca)

Conference Place, powered by Microsoft® Office Live Meeting, provides features and functionality which allow you to host interactive, collaborative meetings by showing presentations, software and web sites. Using Conference Place you can mute and unmute lines and dial out to additional participants from the web interface. Microsoft Office integration, custom slides, reporting tools, recording and printing to PDF are just a few of the features Conference Place offers to help you make the most of your meeting.

## Use Conference Place to:

- + Host a webinar informing customers of your latest product release.
- + Deliver follow-up sales presentations to prospects without impacting your travel budget.
- + Bring together top global executives to collaborate on the latest corporate initiative.

## Conference Place Features

- + Audio Controls
  - Manage the audio portion of your meeting without having to rely on a phone or remember telephone keypad commands. With the Audio Controls on the screen during your Conference Place session, it takes just a click of a mouse to dial out to participants or mute/unmute their lines.
- + Schedule Meetings and Invite Participants
  - With the Outlook® Plug-In you can perform scheduling and invitation tasks directly from your Outlook interface without having to log into your Conference Place account. Or with a single click you can 'Meet Now'. The plug in lets you set up defaults and preferences including invitation copy and audio conference dial-in information. If you do not use Outlook, you can perform these tasks from within your Conference Place account using your own email and calendaring application.
- + Live Q&A
  - Audience members can ask questions and get answers without interrupting the presenter. While one person is presenting, another can serve as co-presenter and immediately respond to questions. Answers can be provided directly to the questioner using the 'Private Reply' or shared with the entire audience by using 'Post to All.'
- + Seating Chart and Mood Indicators
  - Audience members can change their seat colors to visually communicate their level of understanding or desired pace without interrupting your session. The seating chart shows who is in a session.
- + Print to PDF
  - Presenters and Participants can save and print the presentation content locally. There is no waiting to distribute pertinent conference content – everyone has instant access to the materials that are being discussed.
- + Powerful Reporting Tools

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- See who attended your conference and for how long. View statistics on each of your recordings to measure how they are being used and by whom. Reports are exportable in standard CSV format so they can be used with other systems.
- + Recording
  - Record and save a copy of your session. Capture everything in your conference including the live demonstrations, annotations, notes, visuals and even live web slides. Access controls allow you to choose open, limited or secure access to your recordings. You can even view reports to see recording usage trends. Please note that there is a fee to use the Recording tool, but once your web conference is recorded, you can access the playback as often as you like for no additional charge.