



IBM LotusLive

Online Collaboration and Presentation Made Easy

With IBM LotusLive Meetings and IBM LotusLive Events, there are no plug-ins or downloads required for participants to join your meeting or event, so all you need is a web browser to connect with one person or 999. There's no need to haul around your own computer or carry printed copies of your charts or presentations. All you need are your meeting credentials and it will all be waiting for you within your LotusLive Meetings or LotusLive Events account.

With LotusLive Meetings, meetings are easier than ever before. Whether you are meeting a colleague who works from home or a group of high-profile clients who are half way around the world, ideas and information need to pass freely and in real-time. Quickly and confidently share information, give presentations and demonstrate software in a security-rich environment. Simplify scheduling using Outlook® for easy invitations and entry.

LotusLive Events gives you all the tools you need to manage registration, host your event and follow up with post event analysis. Every aspect of your online event is in one place - and easy to use. So whether you are hosting a large online training session or promoting your product with a webinar, LotusLive Events can help you improve it and focus on your event - not the technical details.

Go Beyond Simple Online Web Conferencing

Simplify and improve the way you connect and work together. LotusLive Meetings' and Events' online services give businesses of all sizes access to web conferencing without requiring an up-front investment in IT support resources or infrastructure.

Benefits:

- + Waiting room for your participants so they can join your meeting when you're ready
- + Easy to use interface empowers you to set up and run your own meeting
- + Single point of management for video and web conferencing service
- + Security-rich service via HTTPS and is encrypted with 128-bit SSL
- + Remote points of presence in selected geographies and clients
- + Easy to set up and attend with one permanent code for LotusLive Meetings
- + Automated scheduling, registration and email notification and reminders
- + Access to guest registration information for future events
- + Accessible anytime, anywhere through a web browser
- + No downloads for participants means fewer meeting delays
- + Available 24x7x365

Key Features

It may be lightweight and easy-to-use, but LotusLive Meetings provides the essential conferencing features that you need to collaborate and deliver the results you want. The simple, intuitive interface is designed for users of all skill levels. It's perfect for one-to-one and one-to-many meetings.

+ **Audio Controls**

(For LotusLive Meetings ONLY) - 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 LiveLive Meeting session, it takes just the click of a mouse to dial out to participants or mute/unmute their lines.

+ **Microsoft® Outlook and Lotus® Notes scheduling integration**

(For LotusLive Meetings ONLY) - Microsoft Outlook and Lotus Notes scheduling integration make getting your meeting reminders and joining meetings easier than ever.

+ **Completely web-based for participants**

With no need for software downloads, your participants can join meetings quickly, from anywhere and at anytime.

+ **Toolbars and navigation controls**

Attendee and presenter toolbar icons are easy to interpret so it's simple for users of all skill levels. Navigation buttons allow movement sequentially through presentations or to jump to selected slides by name or number.

+ **Sharing and Remote Control**

Share select applications or your entire desktop. Quick share/un-share button is located in the title bar of shared applications.

+ **Recording**

Record audio and web content as offline media. Produce self-contained Flash formatted presentations.

+ **Document library and publishing capabilities**

View thumbnails of documents stored within your document library. Publish before or during your meeting with conversion capabilities for PowerPoint®, Excel, Word, PDF and ODF files.

+ **Annotation tools**

Highlight key presentation points on slides or documents or annotate presentations with marker and pointer tools

+ **File transfer**

Quickly send relevant documents during your meeting using file transfer. Transfer documents of all types and sizes that are often blocked by email systems.

+ **Polling**

Get real-time polling results and then track and report the responses. Create polling questions in advance and store online or create questions on-the-fly.

+ **Hand raising**

Ask questions and tally results based on animated raised hands images, controlled by the attendees.

+ **Chat**

Chat with individuals or send broadcast messages to all attendees. Control participant chat permissions to allow for discussions without interrupting the flow of the presentation. Time stamps show source, destination and explicit recipient selection of all chats.

+ **Multiple presenters/passing presenter control**

Facilitate collaborative working sessions by clicking an attendee name and passing control. The presenter retains the ability to take back presentation control using the Present button on the toolbar.

+ **Roster**

View and edit attendee information entered during log-in. All attendee information is stored and supplied in billing records.

+ **Edit attendee information**

Capture correct information as it is stored in the database and have the ability to complete missing attendee information.

+ **Attendee rights management**

Allow individuals or all attendees to view the roster. Assign question and answer chat responsibilities to attendees.

+ **Control participant entry**

Control participant entry to the meeting using Start/Stop Session buttons. Eliminate disruption from late arrivals by enabling the Conference Lock feature.

+ **Summary report**

Receive a summary email at the end of each web conference for reporting of participants' join/exit times and polling results.

+ **Invitations templates**

(For LotusLive Events ONLY) - Automatically provide information needed for attendees to register.

+ **Automated email announcements**

(For LotusLive Events ONLY) - Choose from several automatically generated e-mails to help you communicate with your attendees after they have registered. You can preview any message.

+ **Registration management**

(For LotusLive Events ONLY) - Review and manage your event registrations, send custom e-mails and download registration information

+ **Event rehearsal**

(For LotusLive Events ONLY) - Launch test and practice sessions of your event. During these sessions you can try features, upload documents, create polling questions, and conduct dress rehearsals.

+ **Event summary and history**

(For LotusLive Events ONLY) - Listed activities related to this event (rehearsals and the actual event). Get detailed summaries for a specific activity

+ **Exportable data**

(For LotusLive Events ONLY) - Download registration data and view participant information.

Connect and Collaborate

LotusLive Meetings and Events are powerful but lightweight and easy-to-use conferencing services. With the click of a browser, you can start a full-featured online meeting or event that is simple and intuitive. LotusLive delivers the experience, personal attention and innovation of two global communications leaders for a service you can rely on.