

fact sheet: conferencing

Verizon Audio Conferencing

To keep pace with today's competitive environment, businesses need to streamline communications in order to reduce travel costs, make faster decisions, and help employees balance professional and personal responsibilities. With **Audio Conferencing** from Verizon Conferencing, you have the flexibility to conduct meetings at any time, no matter where you are.

Audio Conferencing is a feature-rich vehicle for conference participation that lets individuals in remote locations communicate simultaneously via telephone lines. In addition to offering the potential for cost savings, Audio Conferencing can help your business:

- Reach people quickly to make important decisions faster
- Reduce business travel
- Bring dispersed groups together without being limited by time or location
- Broaden participation in meetings
- Tailor your meetings with value-added features

Industry-Leading Capabilities

- Meeting Manager, an end-to-end call management service
- Coordinator/technical assistance throughout your calls
- Multi-vendor bridge environment
- Geographically dispersed bridge facilities
- True global capability with U.S. and international call centers
- Same feature sets available globally
- Large port capacity

Service Levels That Meet Your Requirements

Audio Conferencing gives you the ability to select your service level each time you arrange a call:

- **Premier Service.** Your conference coordinator manages your entire meeting on the day of the call. Your meeting manager is available before, during, and after your meeting to ensure that your requirements are met. Our Premier Service is recommended for high-visibility meetings or presentations, including investor relations calls, focus groups, and press conferences.
- **Standard Service.** Your conference coordinator frequently monitors your meeting, greets and announces each participant, and can be easily recalled for assistance. Our Standard Service is ideal for regularly scheduled calls, such as internal employee meetings or project management meetings.

Easy Access to Your Call

With our Dial Out access, your conference coordinator calls all participants to notify and connect them to the call (available with Premier and Standard Service). Or, your participants may simply use a toll or toll-free number and passcode to join your meeting from anywhere (available with all three service levels).

features

- Instant access and 24x7 availability
- Enhanced user experience with online web tools
- Hands-on Meeting Managers

benefits

- Provides a cost-effective conferencing solution
- Offers value-added features to further tailor meetings
- Helps improve communication and broaden global participation

Instant Meeting – Reservation-Free Conferencing

Instant Meeting® from Verizon Conferencing lets you conduct meetings at a moment's notice. You will be assigned a personal dial-in number and passcode that can be used any time, for any meeting. To conduct a meeting, simply distribute the dial-in information to participants and tell them when the meeting will occur. No advance reservations with Verizon Conferencing are required. Instant Meeting offers the following benefits:

- Saves administrative time spent setting up a reservation and distributing call information
- Provides the ability to hold unplanned meetings at the last minute
- Offers secure password access and added security of separate leader and participant passcodes
- Eliminates the need to remember multiple dial-in numbers, since the same number and passcode can be used for each meeting
- Take advantage of control features, such as roll call, lecture mode, record participant names, who's talking and the ability to announce participants into the conference

Manage Your Meeting With These Productivity-Enhancing Features

Verizon Audio Conferencing offers a number of advanced meeting management capabilities:

- **Q&A.** Conduct a Q&A session or survey in which participants respond using their telephone keypads
- **Meeting View®.** Monitor your managed event call via the Internet through online polling, Q&A, and chat functions
- **Subconferencing.** Confer privately with pre-designated participants within a separate call and then return to the main meeting
- **Instant Replay Plus®.** Offer a digital replay of your call that is available 24x7 for an unlimited time
- **Web RSVP.** Gauge meeting attendance via a customized web page
- **Audio Streaming.** Broadcast audio content to a large, geographically diverse audience over the Internet using your conferencing service and streaming media technology
- **Instant Scheduler.** The latest advancement for scheduling meetings from Verizon Conferencing incorporates Microsoft® Office functions, providing leaders with several new shortcut options when planning meetings. Advanced features include:
 - Participant dial-in information
 - A URL address where participants will be prompted to enter details to enable the bridge to dial them back
 - Send meeting invitations using Microsoft Outlook®
- **Verizon Conferencing Integration with Live Communication Server (LCS) 2005 by Microsoft.** Collaborate, communicate, and share information instantly with a real-time instant messaging solution that incorporates Verizon Audio Conferencing and Net Conferencing

Enhance Your Next Meeting With Verizon Audio Conferencing

For more information, please contact your Verizon Business account manager or call a conferencing specialist at one of the following numbers:

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| • U.S.: | 1-800-475-5000 | • Australia: | 1-800-505-020 |
| • Europe: | +44-20-7950-9950 | • Singapore: | 800-852-3221 |
| • Hong Kong: | +852-2802-5100 | • Canada: | 1-877-646-9403 |
| • Japan: | +81-3-5539-5100 | | |

You also can visit us on the Internet at www.e-meetings.verizonbusiness.com, where you will find a host of meeting-related resources. At this site, you also can register to receive our free online newsletter, *Meeting Matters*.

Visit our website at
www.verizonbusiness.com
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