

fact sheet: conferencing

Instant Meeting Service

Today's businesses are feeling pressure to reduce travel costs, make faster decisions, and help employees balance professional and personal responsibilities. The ability to meet with colleagues, customers, and business associates quickly and efficiently is now widely recognized as a critical competitive advantage, especially for companies with global employees.

Instant Meeting Service is a reservationless audio conferencing service that gives you a fast and easy way to bring people together over the phone at any time. Multiply the potential cost savings and increased productivity across your entire organization, and the benefits can be enormous.

Why Verizon Instant Meeting Service?

- Verizon **Instant Meeting Service** offers a flexible, simple, and cost-effective way to hold meetings with your employees and business partners.
- Verizon is one of the largest conferencing providers in the world, providing reliable, quality, global conferencing solutions.

A Variety of Uses

Instant Meeting Service is ideal for anyone conducting business meetings across national and international locations, especially those who regularly conduct calls without the intervention of a conference coordinator. Potential uses of Instant Meeting Service include:

- Small recurring staff and team meetings
- Spontaneous events, such as crisis management
- Anytime a team needs to be pulled together quickly to make a decision

Instant Meeting Service

- Verizon **Instant Meeting** is convenient and easy to use, with no cancellation fees.
- Instant Meeting Service allows you to conduct meetings of any time length, so you can meet for as long as you need—without disruptions.

Benefits for Your Company

Instant Meeting Service gives you the flexibility to conduct meetings at any time, wherever the participants may be. It's easy to use and available 24 hours a day, seven days a week, 365 days a year. Companies of all sizes can benefit from this reservation-free meeting service.

Simple

- Set up calls instantly, as no booking is required.
- Personal dial-in number and two passcodes—one for the leader and one for the participant—are assigned to you and can be used anytime for any type of meeting.

Cost-Effective

- Eliminate unnecessary face-to-face meetings
- Save travel time and expenses

features

- Instant access and 24x7 availability
- Enhanced user experience with online web tools

benefits

- Easy, reliable, and secure
- Helps improve employee productivity
- Real-time group collaboration

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Range of Call Management Features

Instant Meeting Service provides you with a range of call management features that allow you to manage your call more efficiently and effectively. These features are activated using touch-tone commands on the telephone key pad.

- Participant count, participant entry and exit notifications, and name records are included.
- Separate passcodes allow different features for the leader and participants.
- Leaders can mute certain participants' lines or the whole conference call, if required.
- Leaders can lock the conference to prevent any other parties from joining.
- Leaders can assign a unique reference code for each conference call.

Make the most of your meeting time by using Verizon Instant Meeting the next time you meet with your colleagues.

Support

- Supported globally by our centers in the U.S., Europe, and Asia-Pacific

Instant Meeting Web Moderator

Instant Meeting Web Moderator is an easy-to-use web-based tool that allows you to manage an **Instant Meeting Service** conference over the web. A Web Moderator provides you with a variety of features, including:

- The ability to modify your Instant Meeting Service features (e.g., lock/unlock your conference, activate/deactivate call continuation, conduct ad-hoc roll calls, and choose call entry options)
- The flexibility to isolate a participant and mute/un-mute his or her line
- The opportunity to remotely disconnect one or several participants
- The option to dial out to additional participants
- The ability to screen incoming participants in a "waiting room" prior to opening the main conference room (Leaders can then join these screened participants to their call or reject them as required.)
- The option to assign a unique reference code for each conference call
- The ability to visually see who's talking
- The option to record your conference call and provide a playback number for participants unable to attend

Not only does the Instant Meeting Web Moderator tool allow you to have a visual display of your "in-conference" participants, but you can also distribute automated reports featuring your participants' data captured during the conference call. You can also e-mail your participant details and subsequently keep attendance records.

Flexible Ways to Access Your Instant Meeting Service

Instant Meeting Service provides you and your participants with a variety of flexible access methods to use

to join your meeting, choose from:

- In-country local toll access—provides a cost-effective way to join your Instant Meeting
- In-country local Freephone number—allows a leader to pick up the cost of the call on behalf of their participants
- Mobile Conference Connection—allows a conference leader to start an Instant Meeting or send an e-mail invite directly from their Research in Motion BlackBerry or a Microsoft® Windows Mobile® device *

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Call Today!

For more information about how to collaborate and work together more quickly than ever before, please contact your Verizon Business Account Manager or call a Conferencing Specialist in:

- **Europe** +44-20-7950-9950
- **Australia** 1-800-505-020
- **Hong Kong** +852-2802-5100
- **Singapore** +65-6883-9144
- **Japan** +81-3-5539-5100
- **U.S.** 1-800-475-5000
- **Canada** 1-877-646-9403

You can also visit us at www.e-meetings.verizonbusiness.com, where you'll find a host of meeting-related resources.

Visit our website at
www.verizonbusiness.com
to learn more about
Verizon Business's
products suite.

* Available to U.S. based customers only