

Conferencing

Quickly book and manage web and audio conferences – and reduce employee travel time, expenses, and carbon emissions.

In the face of escalating travel costs and concern for the environment, 7 out of 10 organizations are now encouraging employees to use audio and web conferencing instead of travel. One company, British Telecom, for example, utilized conferencing solutions and saved an estimated \$285 million while reducing its annual carbon emissions by 54 thousand tons.

Despite these opportunities, few companies make it easy for employees to find and use conferencing services from preferred providers. As a result, employees often use providers that charge higher rates, and waste time looking up access codes.

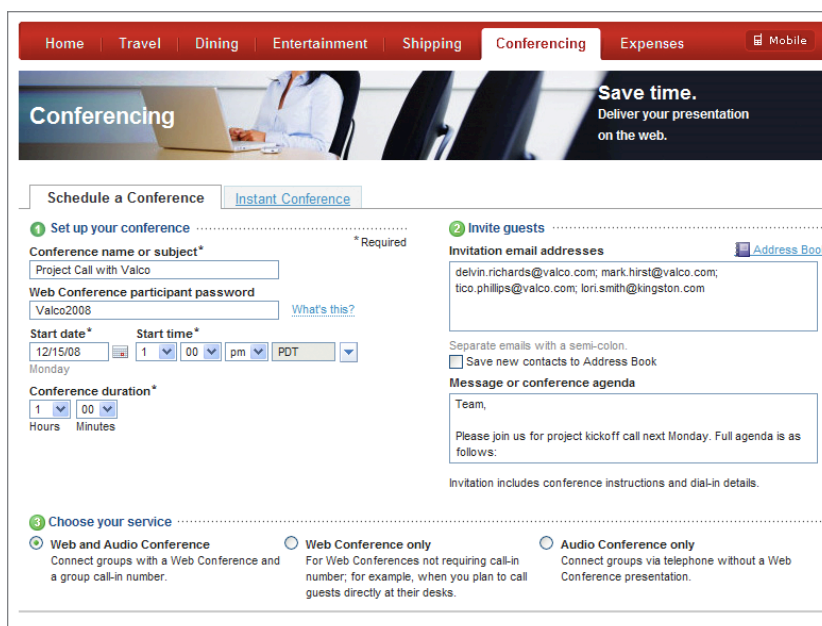
Using the Rearden Personal Assistant, employees can quickly book and manage web and audio conferences with preferred partners, saving up to 50%, without being required to remember access codes. They can invite attendees directly from their address books, and have reservation details automatically inserted into their calendars. Companies can communicate important cost information to employees as they reserve their conferences, offering superior service at highly competitive rates.

Savings for Companies:

- Save up to 50% off audio and web conferencing
- Reduce employee travel time, expenses, and carbon emissions
- Communicate preferred providers and cost information to employees as they reserve conferences
- Take advantage of pre-negotiated discounts
- Increase meeting efficiency and employee collaboration

Convenience for Employees:

- Schedule conferences online, without having to remember access codes
- Invite attendees directly from your address book, and have reservation details automatically inserted into your calendar
- Increase your productivity and collaborate more effectively with customers and colleagues



The screenshot shows a web interface for scheduling a conference. At the top, there is a navigation bar with links for Home, Travel, Dining, Entertainment, Shipping, Conferencing (active), Expenses, and Mobile. Below the navigation is a banner for 'Conferencing' with the text 'Save time. Deliver your presentation on the web.' The main content area is titled 'Schedule a Conference' and includes an 'Instant Conference' button. The form is divided into three main sections: 1. 'Set up your conference' (Required) with fields for 'Conference name or subject*' (Project Call with Valco), 'Web Conference participant password' (Valco2008), 'Start date*' (12/15/08), 'Start time*' (1:00 pm PDT), and 'Conference duration*' (1 hour, 00 minutes). 2. 'Invite guests' with a field for 'Invitation email addresses' (delvin.richards@valco.com; mark.hirst@valco.com; lico.phillips@valco.com; lori.smith@kingston.com) and a 'Message or conference agenda' field containing the text: 'Team, Please join us for project kickoff call next Monday. Full agenda is as follows:'. 3. 'Choose your service' with three radio button options: 'Web and Audio Conference' (selected), 'Web Conference only', and 'Audio Conference only'. The bottom of the form shows a 'Cost Estimate: \$450.00'.