



 ELO Meeting

Digital meeting management

AT THE  OF YOUR BUSINESS

www.elo.com



Redefining meeting culture

Meetings between departments and teams are frequent and essential in almost every company. They contribute towards strengthening the team, improving collaboration, and providing good customer service. But meetings are time-consuming and expensive to schedule, conduct, and follow up on. The number of participants varies, agendas are reworked at the last moment, meeting time management is not clearly defined, and absent participants often miss out completely as minutes are incomplete or not taken at all.

Meeting culture needs a full overhaul – fortunately, we have the right tool for the job.

Your toolbox for efficient meeting management

Structured organization: Whether you're planning regular meetings or want to conduct a clear agenda, **ELO Meeting** provides you with the maximum support right from scheduling. Maintain an overview of all appointments and meetings in the series and send automatic reminders to confirmed participants using the integrated calendar. All authorized users can submit topics for the agenda. Your meetings are structured optimally with defined time slots and optional item blocks.

Conducting meetings on a solid foundation benefits everyone: The attendance list, vote counting, and note-taking (private, public, or for the minutes) ensure that no decisions or information from the meeting are lost. They also keep all the items in the proper order.

Make the meeting available for review: With minutes made at the click of a button, very little follow-up work is required. Minutes are sent to participants, whether they were present or not – also at the click of a button. Items that could not be discussed due to time limitations can be rescheduled for the future or moved to the item pool.

Core functions of ELO Meeting

- > Propose, edit, or withdraw items, or put them back in the agenda pool
- > Conduct structured and transparent meetings
- > Create minutes with one click
- > Carry out voting
- > Assign tasks to participants or other employees in the company

Key features



Maintain transparency

All relevant documents are available to participants before, during, and after the meeting.



Minutes with a single click

Easily create minutes during the meeting and receive generated minutes after the meeting is finished with the click of a button.



Permissions concept

Assign defined roles to participants and ensure that items and tasks are viewed by authorized employees only.



Item pool


Topics and agenda items gathered from previous meetings are stored in the item pool.


Benefits at a glance

- > **Always on time:**
Plan and organize your meetings quickly – even if the attendees change.
- > **Flexible:**
ELO Meeting allows remote attendance, and process control is guaranteed in modern meeting management, structured to save as much time as possible. And participants can attend remotely.
- > **Create transparency:**
With **ELO Meeting**, you can take votes through a show of hands or securely on an end device. Notes relevant to decision-making remain visible to all participants.
- > **Always under control:**
Maintain transparency in your meetings: Thanks to scheduled sends, invitations, reminders, and meeting documents are never forgotten.
- > **Central administration:**
Notes, participant lists, and agendas can be managed centrally thanks to the end-to-end system. This ensures a seamless and structured meeting process.
- > **Familiar processes in a modern system:**
Revolutionize your meetings but keep your usual processes. You can easily map each of them digitally in **ELO Meeting**.

Are you ready to digitalize your organization?
In addition to meeting management, **ELO** also offers you solutions for:

>  **ELO ECM Suite**
Enterprise content management
www.elo.com/ecmsuite

>  **ELO Meeting Premium**
Digital meeting management for executives
www.elo.com/meeting-premium

 **ELO Meeting**

Digital meeting management

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