



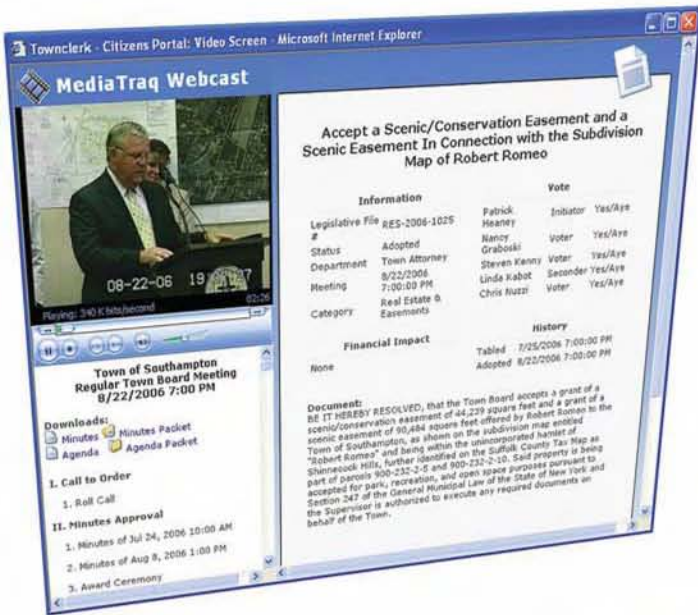
# IQM2

INTELLIGENT MEETING  
MANAGEMENT

AGENDAS  
MINUTES  
LETTERS  
WEB PORTAL

VIDEO  
STREAMING  
E-VOTING  
TRANSCRIBE

Learn More at [www.IQM2.com](http://www.IQM2.com)



## Video Streaming

- Capture, Store & Deliver video/audio of events
- Minutes Maker & Agenda Parser for Timestamping
- Text Search Video & Jump to Agenda Items
- 24x7 Streaming Channels & Podcasting
- Stream Replicators for Intelligent Streaming
- On Demand Media Vaults
- Minutes Transcriber with Built-in Media Viewer
- Offered as a Turnkey Hosted Service or In House



## E-Boardroom

- Electronic Voting & Speaker Queue
- Presenter Screen for Plasma or Projector
- Display PowerPoints & other Attachments
- Conference System Integration
- Automated Camera System Integration
- Work on Laptops with Sticky Notes



## Citizen Web Portal

- Empower citizens with real time access
- You choose what to publish
- Reduction in FOIL and information requests
- Historical Search capabilities
- Enable E-Citizen account registration



One company, one solution.

IOM2 provides the only total meeting management solution under one roof without partnering.

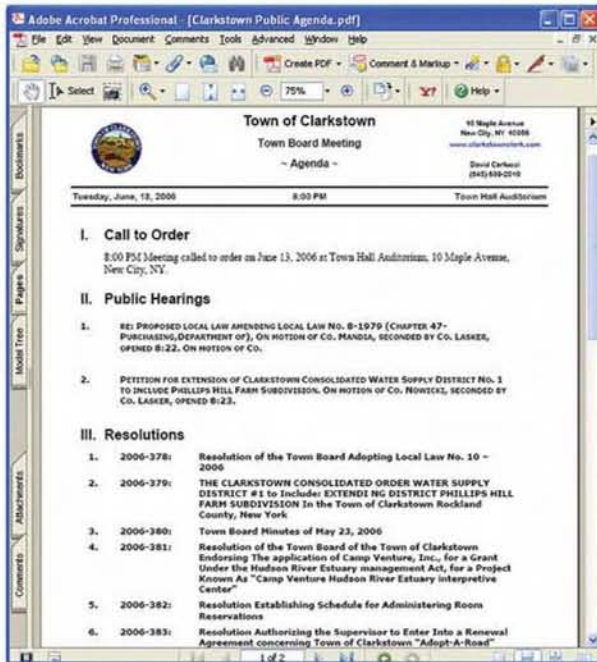
# IOM2

INTELLIGENT MEETING  
MANAGEMENT

www.IOM2.com

1.800.995.8696





## Agenda Automation

- Agenda Wizard compiles all meeting documents
- Establish a consistent process across all departments
- Customized templates for specific agenda needs
- All document types supported for attachments
- Automatic Website Posting & Distribution



## Minutes

- Streamlined recording of actions, votes & discussions
- Generate Minutes in draft and final versions
- Agenda Item History is automatically created
- Publish to Web & Distribute to Mailing Lists
- Easily search Minutes and History



## Routing & Workflow

- Submit Meeting Topics & Attachments
- Ensure proper Review & Approval process
- Historical Tracking by department & user
- Institutes departmental checks & balances
- Electronic Signatures
- Revision Tracking & Comparing like MS Word
- Remove Redundant & Time Consuming tasks



## Tasks & Follow Up

- Assign Tasks & Follow Up Actions to Users
- Delegate Tasks & Send Email Notices
- Run Reports and Searches by Agenda Item



**Save 90% of your time!**  
Customers save 90% of their time on preparation and follow up work.



## Letters & Notices

- Letter Factory automates Letters & Notices
- E-Citizens can signup for public distribution lists
- Departments can copy recipients on agenda items
- Notices are published and distributed







	Basic	Pro	Adv	Managed
<b>Collaboration</b>				
Agenda Item Submission	●	●	●	●
Document Templates	●	●	●	●
Central Database for Storing & Searching	●	●	●	●
PDF Printer	●	●	●	●
Microsoft Word Integrated	●	●	●	●
Attachments	○	●	●	●
History Tracking & Audit Trail	○	●	●	●
Routing & Approval Process		●	●	●
File Locking		●	●	●
Email Notices		●	●	●
Dashboard Driven		●	●	●
Topic Linking		●	●	●
Revision Tracking & Comparing			●	●
Work Planner			●	●
<b>Meeting Management</b>				
Meeting Calendar	●	●	●	●
Agenda Wizard	●	●	●	●
Fast Regeneration Technology	●	●	●	●
Agenda Templates	2	2	4	4
Template Designer	○	●	●	●
Distribution & Publishing	○	●	●	●
<b>Post Meeting Work</b>				
Minutes Maker	●	●	●	●
CD Wizard Archive		●	●	●
Task Management & Follow Up Actions		●	●	●
Notices		●	●	●
Letter Factory			●	●
<b>Open Government</b>				
Citizen Self Service Web Portal	●	●	●	●
Citizen Signup for Distribution Lists		●	●	●
Constituent Commenting (FUTURE)			●	●
Speaker Signup (FUTURE)			●	●
<b>Other Features</b>				
Other Documents	●	●	●	●
Appointment Tracking & Notifications (FUTURE)			●	●
<b>Administration</b>				
User Management	●	●	●	●
Hosted System	●	●	●	●
On Site Server Available			●	●
Hosted Storage Included (Per Meeting Group)	2 GB / Group	4 GB / Group	6 GB / Group	6 GB / Group
<b>MediaTraQ - Video Streaming</b>				
Media Encoder	●	●	●	●
Minutes Maker w/ Agenda Parser	●	●	●	●
Minutes Transcriber	●	●	●	●
World Class Content Delivery Network	●	●	●	●
Non Meeting Events	●	●	●	●
Encoder PC Included (Desktop)	●	●	●	●
Archive CD Tool		●	●	●
24x7 Streaming Channel	\$	\$	●	●
Podcasting (FUTURE)		●	●	●
Analytical Reports		●	●	●
Intelligent Streaming / Stream Replicator			●	●
Hosted Media Vault Storage (Per Group)	200 hrs	400 hrs	Unlimited	Unlimited
In House Media Vault Storage (Optional)		Unlimited	Unlimited	Unlimited
Zero-Click Service	\$	\$	\$	●
Closed Captioning Option	\$	\$	\$	\$
<b>E-Boardroom</b>				
Electronic Voting & Speaker Queue	●	●	●	●
Presenter Screen	●	●	●	●
Conference System Integration	●	●	●	●
Automated Camera System Integration	●	●	●	●
<b>Companion Staff Service</b>				
Fully Managed Meeting Management		\$	\$	●

## Basic

Easy to implement and use, this edition of our M2 suite is a perfect choice if you have simple meeting management needs. You are looking to obtain the benefit of automation, increased visibility and improved process. This is the ideal solution for organizations with lower population sizes and less complex requirements.

## Professional

The Professional edition begins to incorporate workflow routing and other collaboration tools for those organizations with larger departmental sizes and initiative needs. Your meetings are becoming more complex and the time associated with preparation requires additional sophistication.

## Advanced

The Advanced edition of our M2 Suite is structured to address the needs of larger organizations or those with many individuals and entities involved in the meeting management process. Increased need for visibility, more complex tracking, work planning, auditing and bulk post meeting work is necessary to ensure optimal efficiency and community involvement is achieved.

## Managed

The Managed Version is the pinnacle of Total Meeting Management. This edition includes all the modules and products in the Advanced edition but comes with our Companion Staff Service. The Companion Staff Service consists of a dedicated meeting management specialist who operates as a member of your staff and is responsible for all aspects of your meetings. This edition is designed for those organizations who desire to take advantage of the cost and efficiency benefits associated with a managed services model.

For a complete list of features, please visit: [www.IQM2.com](http://www.IQM2.com)



## What IQM2 will do for you...

### Process Efficiency

- 90% Time Savings
- Improve Staff Productivity
- Centralize all Data
- Improve Document Output
- Ensures prompt & accurate decisions

### Cost Reduction

- Up to 90% Total Savings
- Eliminate Redundant Processes
- Resource Expenses Slashed
- Pays for itself

### Citizen Value

- Build Community Trust
- Foster Citizen Involvement
- Enhance Community Awareness
- Information Made Readily Available
- Citizen Self Service Web Portal
- Be more green 

### Compliance

- Audit Trail Oversight
- Budget and Project Tracking
- Adherence to Legal Governance
- Avoid Costly Lawsuits
- Reduce Risk

### Personal Touch

- Unlimited Remote Webinars
- Unlimited 24x7 Phone Support
- Case Tracking Portal
- Committed to complete satisfaction

### 2009 Survey Says...

- In a 2009 Client Survey, our customers:
- Realized a 91% overall cost reduction
  - Realized a 92% efficiency improvement
  - Ranked IQM2 Software as "Excellent"
  - Would "Strongly Recommend" IQM2

## Managed Services

Hassle Free Meeting Management through our Companion Staff Service. Your dedicated meeting management specialist will:

- Operate as a member of your staff
- Handle all aspects of meeting coordination
- Receive all Agenda Submissions
- Print & Distribute your Agenda
- Manage your workflow routing
- Prepare Minutes
- Ensure accurate voting
- Start, Stop & Monitor Streamed Meetings
- Index & Timestamp Video to Minutes







# IQM2

INTELLIGENT MEETING  
MANAGEMENT

Total Meeting Management  
from  
Document Creation  
through  
Video Presentation  
to  
Citizen Empowerment

## IQM2

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