

# GARAIO Meeting

We make meetings more efficient and comprehensible.



Meetings are often unstructured and inefficient. Preparation and Documentation of Meetings are time consuming. There is no reuse of agenda, minutes, templates and people spend way too much time in badly organized meetings

## Efficient and cost saving meeting management

Efficient meetings save a lot of time and money. With our solution meeting management is made easy. Preparation, agenda management, documentation and follow-up are effected on a fully digital basis and with minimal overhead.



## Effective preparation

- items are submitted by the participants directly
- Time management is covered by the solution
- Invitations are sent out automatically

## Increased efficiency

## Efficient participation

- Documents are synchronized automatically to your tablet thru oneDrive
- Protocols are done online directly within the meeting
- Agenda Items can be sent to another committee

## Saved time and money

## Our customers love to use GARAIO Meeting

- Information is stored in a single place and shared across all participants. (One top shop)
- Meeting Minutes are generated by our solution automatically
- Notetaking can be done directly with a pen on the meeting documents
- Accessible anywhere and anytime

## Easy follow-Up

- The Protocol is sent directly to the participants after the meeting
- Decisions are stored for further evaluation
- Analysis of all information can be done easily

## Enhanced Consistency

With the electronic meeting management, we have noticeably increased the efficiency for meeting participants and back office employees. Our Business can now be planned and managed easily and across all committees.

Rémy Lüthy, Chief of Staff CEO, Swiss Railway (SBB)

# GARAIOMeeting working based on Office365 and Microsoft Azure allows customers to take advantage of the cloud



Supports new way of work based on modern state-of-the-art collaboration tools like Office365

- The new way of work is paperless and location independent
- Notetaking can be done directly with a pen on the meeting documents
- Increased efficiency – save time and money



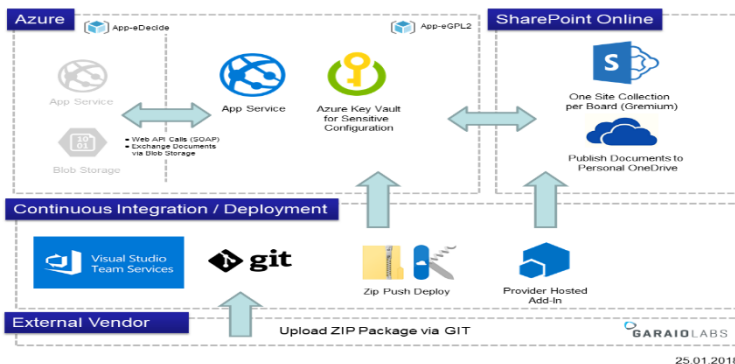
Information is stored in a single place and shared across all participants. (One top shop)

- Access from Everywhere
- Always up-to-date
- Consistent Information for all participants



Device independent seamless user experience

- An easy to use application available on all my devices
- People may work on their own devices (BYOD)
- Microsoft Standard based toolset



## GARAIOMeeting

### Our promise to you

We help you save money and time make by making your meetings more efficient and comprehensible.

### An offer to get you started

- The majority of meetings are unstructured, time consuming and do not lead to direct actions.
- Managers spend too much time in meetings. We help you to increase the effectiveness of your managers!
- We have the tool to change this!
- Our clients report less preparation effort, significant decrease in meeting duration and measurable increase in trackable actions.

## Tangible Benefits / Desired Outcomes

- Meetings are well structured and have (reusable) agendas to follow
- Leaders spend less time in meetings as they are much more efficient
- Meeting ends with specific, well documented and trackable actions

## Why GARAIO AG?

GARAIO develops future-oriented software – reduced to the fundamentals and focussed on reasoned solutions - in a perfect combination of innovation, technology, ergonomics and graphic design. The solutions purpose-developed by GARAIO are refreshingly different – sophisticated business software, consistently optimised for the unique business processes of demanding customers.