

Eventix Meetings



An adaptable business application for Microsoft® Dynamics™ 365

Schedule all your important meetings and events easily within Dynamics 365.

If you are managing requests for meetings, meetings, participants, agendas and even the catering order, then Eventix Meetings is the tool you need. Putting the power of Dynamics 365 and Eventix Meetings together means that you can easily track all meeting requests, manage meeting hosts, and scheduled meetings. Is your team attending a tradeshow and having meetings? Track all the details of your meeting process. Maybe you offer product roadshow events in a number of cities. Track each event along with the scheduled meetings all in Dynamics 365.

MEETING REQUEST : INFORMATION
Susan Pennington (evx-sample) | Contoso...

Meeting Request

Requested By			
Requestor Contact *	Susan Pennington (evx-sample)	Requested Date	7/1/2019
Requestor Account	Contoso America (evx-sample)	Starting Time	09:00 AM
Meeting Type	Executive Meeting	Ending Time	12:00 PM
Duration	1 Hour	Time Zone	Australian Eastern Time (QLD) Brisbane
Request Status	Pending Host Response	Owner *	Trial Administrator
Availability			
Description	Global marketing meeting for 2018-2019		

Meeting With

Host Contact *	Robert Edwards (evx-sample)	Event	
Host Account	Contoso Australia (evx-sample)	Event Host	
Host Acceptance	Awaiting Host Response	Meeting	

Priority

Request Ranking		Requestor Ranking	High
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Meeting Request

Manage all the important details for meeting requests, meetings and participant information using the power of Eventix Meetings and Dynamics 365

EASILY HANDLE MEETING REQUESTS

As a meeting manager, you know how much work goes into scheduling a meeting between a group of people. Using the Eventix Meetings you can track every requests to meet with a host. Prioritize each request so that the most important people to you get their meetings scheduled first. Once the request is approved, creating the meeting takes only a few clicks.

PLANNING LOGISTICS AND CATERING

In person meetings take time to plan. Securing a venue, technology requirements and food and beverage service are a few of the important details you can track in Eventix Meetings.

MANAGING MEETING PARTICIPANTS

A meeting might be one-on-one or involve a group of people. Using Dynamics 365 means you only enter their contact details once. Any contact can be added as a meeting participant. You can also track the status of each person attending. Know who is tentative, confirmed and attended the meeting.

MANAGE EVENT MEETING SCHEDULES

Your organization may be attending an event, such as a tradeshow, or hosting an event, like a product launch. Eventix Meetings give you the ability to schedule and plan each event along with all the meetings and participants related to it.

MEETINGS ABOUT CASES AND OPPORTUNITIES

If you are using Dynamics 365 Cases or opportunities, you will have the ability to schedule meetings for them too. Cases and Opportunities can be complex in themselves and require the attention of a group of people. Track all the meetings that you have about each issue. In fact, Dynamics 365 gives you the power to link meetings to any data entity within your system.



Get in touch.

We are waiting to help you.

Hello@Eventix.com

Works With:

Online and On-premises

- Dynamics 365
- Dynamics CRM 2016

Language Versions:

English, Dutch, French, German, Spanish.

Available Regions:

Australia, Canada, Europe, United Kingdom, United States

Created in California By Eventix LLC

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The screenshot displays the Eventix web application interface. At the top, there is a navigation bar with the Eventix logo and various menu items like 'Schedule', 'Meetings', and 'Global Marketing | S...'. Below the navigation bar, there are several action buttons: NEW, DEACTIVATE, DELETE, ASSIGN, SHARE, EMAIL A LINK, RUN WORKFLOW, START DIALOG, and FLOW. The main content area is titled 'MEETING : INFORMATION' and shows details for a meeting named 'Global Marketing | Surfers Paradise AU'. The details are organized into sections: Meeting (Name, Meeting Type, Meeting Status, Meeting Date, Meeting Day, Meeting Location), When (Meeting Date, Meeting Day, Starting Time, Ending Time, Time Zone), Where (Venue Space, Meeting Location, Online Meeting, Event, Event Space), Who (Requestor Contact, Requestor Account, Host Contact, Host Account), and Details (Meeting Description, Agenda Overview, Comments, Outcome of Meeting). There is also an 'Attendees' section which currently shows 'No Meeting Attendees found for this Meeting. Select Add (+)'. At the bottom, there are sections for 'Communication', 'Venue', 'Food/Beverage', 'Audio/Video Connection', 'Planning', 'Related To', 'Cancellation', and 'Notes'.

Meeting Record

NEED MORE THAN MEETINGS?

Eventix also offers applications for complete event and attendee management along with resource scheduling. Add the ability to schedule staff, venues and equipment.

