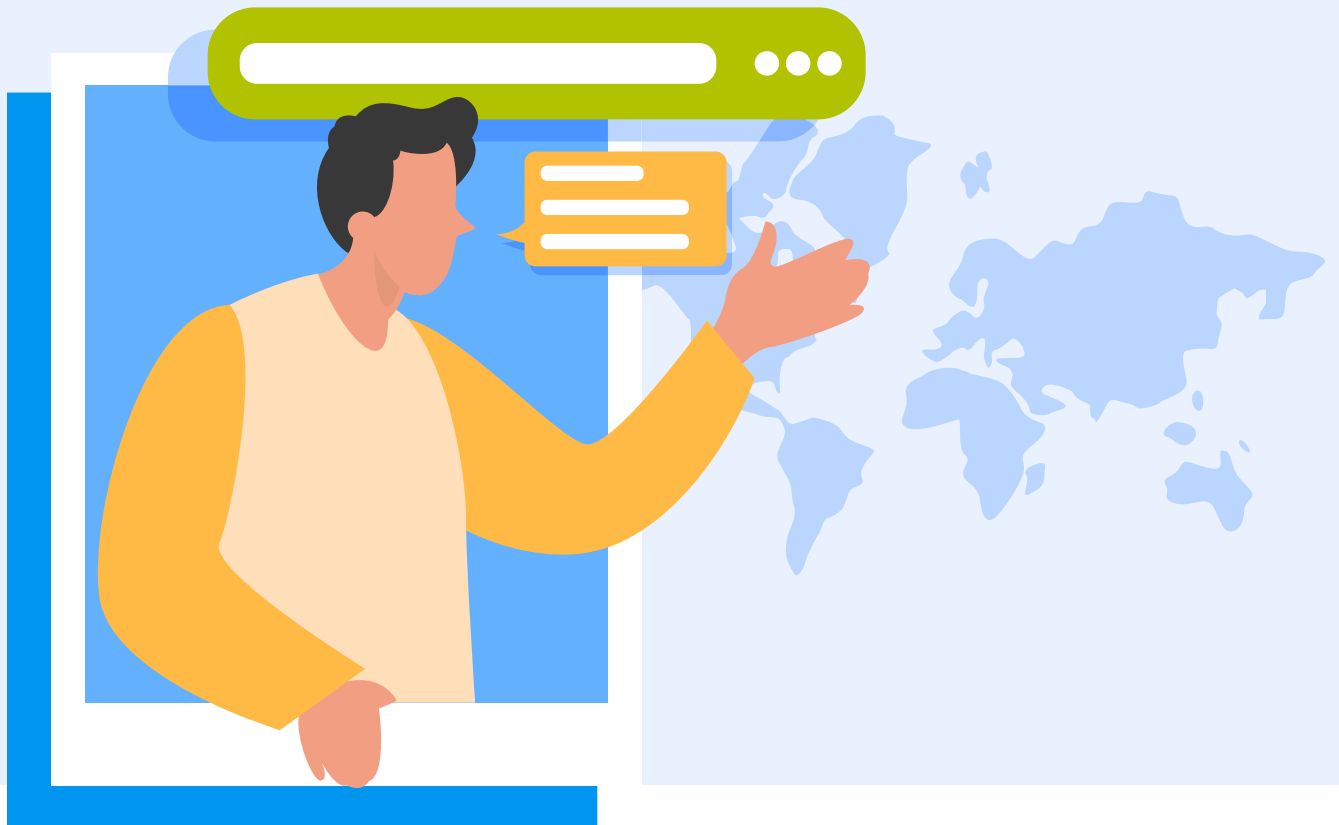




FACT SHEET

Total Trusted Control of Your Live Meetings with CivicPlus®





The only thing worse than not being prepared for a board or council meeting is being thoroughly prepared, only to have your technology fail you and disrupt the proceedings.

Our Select Agenda and Meeting Management solution's Live Meeting feature to addresses the most significant needs clerks face in live meetings. We designed our functionality with input from municipal clerks like you to ensure scalability, optimal automation, and process efficiency. Now, you can focus on critical discussions and local decision-making, not on meeting logistics.



Agenda and Meeting Management Functionality

Our solution streamlines your meeting documentation and follow-ups by allowing you to record live meeting actions and automatically include it in your minutes document.



Automated Minutes Setup

Automatically migrate your agenda content into your pre-configured or custom-developed meeting minutes template with a single click.

Keep Pace With Live Discussion

Meetings move fast. Our cloud-based platform allows you to move quickly through your agenda items, recording official actions and discussion with no system stuttering or spinning.

Document Critical Moments of Engagement

Quickly record comments and discussion, roll call, motions and votes, and speakers.

Intuitive Navigation

Single screen access to all meeting controls and one-click actions enable the fastest meeting documentation and system navigation.

Speaker Manager

Add speakers to the discussion at any time during the live meeting. The built-in speaker timer helps keep meetings running efficiently.

Automate Post-Meeting Actions

Create follow-up action items to enhance visibility and improve accountability. Push agenda items or legislation to upcoming meetings with ease.

Flexible Voting

Record motions and votes instantly. Apply motions and votes to individual or multiple agenda items.

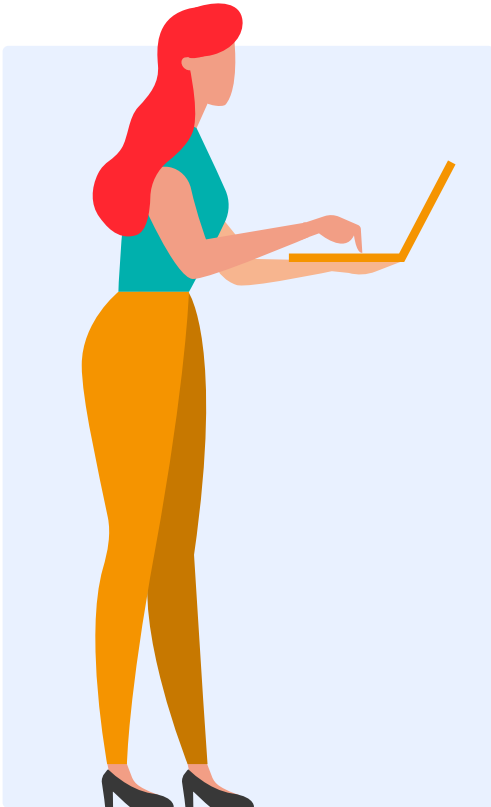
Minutes Preview

Preview your meeting minutes document as you work before generating the official version.



Add our Live Meeting Manager Module to Your Select Agenda and Meeting Management Solution for even more control and expedited meeting management.

Live Meeting Manager enhances the live meeting by integrating the board portal and added audience display pages for a unified live meeting experience, with you in control. Time-saving automations help you keep pace with the meeting and keep board members and meeting participants engaged.



Engage Participants

Keep meeting participants engaged with in-chamber displays, including a welcome screen, the current item, speaker, countdown timer, motion, or vote results.



Electronic Voting

Initiate electronic votes with one-click and allow board members to cast votes within the Board Portal.



Current Item Control

One-click control updates the Board Portal and Audience Display to the current item being discussed.



Display Speaker Details

One-click control displays current speaker details and timer within the Board portal and Audience Display page.



Board Member Requests

Board members can request to be formally recognized or added to the speaker queue from within the Board Portal.



Chairperson Controls

Enable chair view to allow designated chairperson to set the current item, and call speakers from within the Board Portal.



Automatic Video Bookmarking

Automatically timestamp agenda items to their corresponding discussion in the meeting video so those watching the recording can quickly access topics of interest.



Available Upgrades With CivicPlus Media Live and Recorded Video Functionality



Integrated video
bookmarking



Multiple concurrent
video streams



Live and on-demand
closed captioning



To see a demonstration of the
Live Meeting Manager
functionality, contact our solution
experts at sales@civicplus.com or
888-228-2233.