

Solution > ioko Connect - Live



About ioko Connect – Live

ioko Connect – Live is the online meeting, conferencing and real-time collaboration component of ioko Connect, our suite of collaboration technologies.

ioko Connect – Live provides you with a meeting space where you can review and edit documents, run presentations, scribble together on a white board or notepad, research online materials and share applications.

ioko Connect – Live is powered by Microsoft Live Meeting and provides you with an intuitive and flexible online meeting solution that allows you to work together with colleagues, customers, partners and anyone else involved in your care delivery activities. The visual and interactive nature of the online meeting area means you can work more effectively than you could with just phone conference and more responsively than physical meetings would allow.

Meeting this way isn't always the answer, but the cost savings related to travel, administration time, lost work time and improved responsiveness are compelling.

ioko Connect – Live makes it easy to access this capability, without installation of any hardware or server software, and with a flexible range of price options.

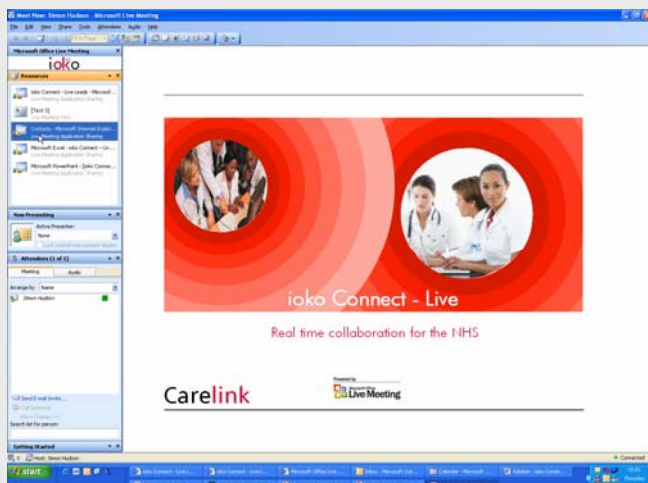
What can we do with ioko Connect – Live?

Our experience is that organisations use ioko Connect – Live predominantly for the following:

- Multisite and interdisciplinary team meetings, where it is often difficult to pull the whole team together for regular or ad hoc meetings due to geographic dispersal, different working hours or the difficulty of co-ordinating multiple diaries. For instance this might be a patient case meeting or a SHA meeting of project leads.
- Briefings and training sessions, where information needs providing to a group of people at one time, with the opportunity for feedback and questions from participants. Again this is especially relevant where participants are geographically dispersed (though that could mean in different buildings on a single site, or for remote office or home based participants). For instance briefing clinical staff and GP's on use of Choose and Book.
- One to one (or two) meetings, commonly ad hoc, where a quick meeting is needed to progress a project, consult on some important point or share information. This could be within an IT project, where a developer needs to demonstrate a feature to or seek clarification on a requirement from the project manager who is not in the department, or it might be a meeting between two surgeons to discuss results for a specific patient.

Key Benefits

- Allows meetings to be quickly and easily planned and conducted despite geographically dispersed team members
- Significant savings in travel costs and working time savings.
- Accelerate projects due to ease of holding impromptu, rich interaction meetings
- Integration with Office application makes creating and participating in meeting intuitive and easy
- Detailed usage reports allow you to monitor and drive use and establish value
- Live capture of demonstrations, annotations, notes, visuals and web slides for later viewing and archive purposes
- Powerful, but simple meeting environment encourages regular use and doesn't get in the way of the message.
- Works through firewalls and other security measures
- Option for rich, freely downloadable client or fully featured java client
- A powerful tool for a wide variety of meeting types: one-to-one meetings, team meetings, presentations and briefing, training sessions, demonstrations, remote assistance and more.
- Fully managed service eliminates need for hardware installation and support and reduces risk of investment in the technology
- Powerful meeting controls for the presenter(s)
- Range of add-ins and extensions to provide audio, video and other functionality.



Head Office
Innovation Close
York Science Park
York
YO10 5ZD
UK

London Office
17c Curzon Street
London
W1J 5HR
UK

t: +44 (0) 1904 438 000
f: +44 (0) 1904 435 450

e: info@ioko365.com

Features of ioko Connect – Live

ioko Connect – Live provides a meeting space where 2 or more (typically up to 15 users or 50+ participants) can share documents, applications and presentations; work interactively on a whiteboard or notepad and collectively edit documents; engage in personal chat in parallel with an audio conversation. Effectively anything that can be displayed on your computer can be shared in the meeting room.

You can have multiple meetings running in parallel.

Meetings can be created from within the meeting space web based management console or they can be initiated directly from Outlook, Word, PowerPoint etc. There is also a portal plug-in for integration with SharePoint portals.

As long as one user of a meeting room is licensed then up to 14 other attendees can participate, without needing licenses of their own.

There is a rich desktop client which can be freely downloaded and installed, or a java version can be used to provide a rapid user experience.

Audio conferencing can be integrated with ioko Connect – Live, BT, InterCall, and MCI audio customers can control audio conference calls directly, providing the ability to dial out to participants, mute/unmute participant phone lines, eject participants, and lock the meeting. As an alternative, Internet Audio Broadcast streams audio over the Internet allowing participants to listen on their PC.

Extensive reporting is available to monitor usage and assess value for money.

Licensing is flexible and extendable.

By default meeting rooms use the generic ioko Connect – Live NHS brand, however we offer a premium service that allows meeting rooms to be branded with your organisation's logo and provides you with full account control, self service reporting and other features.

Options

The service is available with 3 user options:

1. **Named accounts** – each user of the service has a personal user account, for which an annual or monthly fee is payable. Each named user may run meetings with up to 14 other people, including with attendees that are not named users. A minimum of 5 user accounts must be purchased.
2. **Concurrent users** - This allows any combination of user meetings up to the number of licences purchased, with no requirement for named users. For instance, 24 concurrent licences would allow for 1 meeting of 24 participants, 2 of 12, 3 of 4, or any other combination up to the number of licences taken. It is possible either to prevent additional user meetings beyond this limit or to allow 'overages', for which an additional per minute charge is incurred.
3. **Pay as you go** – this is the simplest option, with a straight charge per minute per user and based on an agreed minimum number of minutes per month (typically 3000). Although flexible, it is less cost effective.

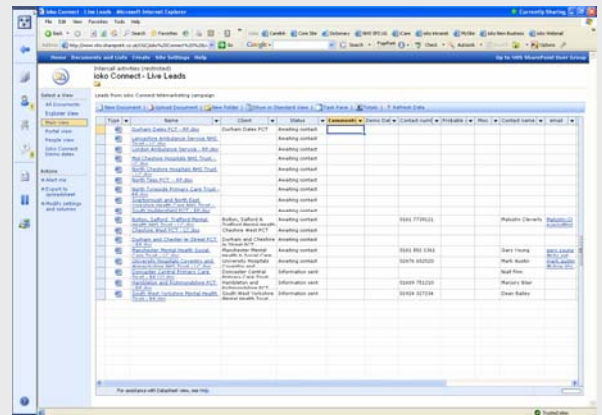
Other options

Connect Meeting room - The Companion Meeting Room may be added to options 1 or 2 to provide a facility for non-named users and for meetings requiring greater than 15 users. The Connect Meeting room size allows a greater number of people to work together or participate in a presentation etc. The smallest Connect Meeting Room allows up to 50 people. You can have one Connect Meeting room in use at any one time per license purchased.

Video – We offer a plug in video meeting facility for ioko Connect – Live which provides very high quality personal video

(talking head) from a web cam for each participant in the meeting, based on Arel Spotlight.

Audio – we partner with InterCall to provide a full audio conferencing solution if this is needed.



There are many other collaboration elements within our full ioko Connect suite, providing non-real time document and information collaboration, sophisticated integrated communications, instant messaging and presence using Live Communication Server and secure peer to peer team working.

What Next?

If you would like any further information on our services, please contact us on:

Web: www.carelink.co.uk

Or you can contact us directly by email, telephone or mail at the address above:

Email: info@carelink.com

Tel: 01904 438000

and ask for Carelink Sales



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Features and benefits

Features	Benefits
<p>Flexible Meeting Environment: Select user interface features to match your meeting's requirements.</p>	Conduct your web Meetings using one familiar service - no matter what the size.
<p>Integrated Audio Controls: Control your audio Meeting from within the Meeting Place meeting console.</p>	Manage the features and functions of your Meeting from your desktop to provide a more efficient and streamlined meeting experience. Your attention remains focused on your meeting rather than switching between your computer and your telephone.
<p>Schedule and Invite: Send invitations automatically using your own email application.</p>	Attendees can add Meeting details and information to their calendars with one click.
<p>Live Q&A: Audience members can ask questions and get answers without interrupting the presenter.</p>	While one person is presenting, others can serve as co-presenters and immediately respond to questions submitted from audience members. Answers can be provided directly to the questioner (private reply) or shared with the entire audience (post to all).
<p>Seating Chart and Mood Indicators: Audience members can change their seat colours to visually communicate their level of understanding or desired, without interrupting your session.</p>	You can adjust your delivery in response to your audience's needs. Plus, presenters always know who is in a session by viewing the seating chart or the Attendees list.
<p>Print to PDF: Meeting Place allows Presenters and Participants to save and print the presentation content locally.</p>	There's no waiting to distribute pertinent Meeting content – everyone has instant access to the materials that are being discussed.
<p>Powerful Reporting Tools: Access to detailed, real-time usage reports.</p>	See who attended your Meeting and for how long. View statistics on each of your recordings to measure how they are being used and by whom. Reports are exportable in standard CSV format.
<p>Meeting Place Recording: Record and save a copy of your session.</p>	Capture everything in your Meeting including the live demonstrations, annotations, notes, visuals and even live web slides. Access controls allow you to choose open, limited or secure access to your recordings. You can even view reports to see recording trends.
<p>Document Viewer: Share any printable document on the fly for online review or editing. With this high-resolution viewer, participants can zoom in/out without loss of quality of text or graphics.</p>	Makes managing and sharing documents easier since multiple document types can be easily viewed in the same meeting. Reviewing detailed images is possible since there is no quality loss.
<p>Office Integration: As part of the Microsoft Office System, users can initiate ad-hoc meetings from Microsoft Office programs such as Outlook, Word, PowerPoint etc.</p>	Starting a meeting on the fly can happen more quickly since participants can be pulled into a meeting from many Microsoft Office programs. Saves time in scheduling meetings when you need feedback fast.
<p>User training via online training sessions</p>	Enables your meeting organisers and those wishing to make full use of the service to rapidly become familiar with the tool.
<p>One-Click Content Controls: Meeting Place makes managing your presentation easy through intuitive drag-and-drop opening of files, thumbnail navigation of documents and a common resource list that maintains an inventory of content available for the meeting.</p>	Meetings take place faster since documents can be brought into the meeting through drag-and-drop and leaders gain better control when presenting, by seeing thumbnails of the slides they are about to present.
<p>Meeting Lobby: This reservationless virtual meeting location is always available for ad-hoc meetings. By sending meeting guests to the Meeting Lobby instead of directly to the meeting, the presenter has an additional mechanism to screen participants and permit or deny entry to the meeting.</p>	Gives the leader greater control over securing that only the participants who were invited are in attendance. It also helps the leader identify who joined late and what information those participants may have missed.
<p>Security Policies: Enhanced security requirements include powerful password encryption and the ability to set automatic content expiration dates.</p>	Gives better piece of mind knowing that information shared is presented in a secure environment

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Features summary

Up to 1250 concurrent participants

Microsoft Office integration: allows sharing of any printable document on the fly for online review or editing. Participants can zoom in and out without loss of quality to the text or graphics.

Microsoft Outlook integration

PowerPoint: supports animation, slide annotations, and provides the full capabilities of PowerPoint presentations with high-resolution support for all types of animations and slide transitions. Participants can switch in or out of full screen view as they choose

Microsoft SharePoint portal integration

General application viewing and sharing: allows shared control of software without losing sight of participant feedback or text questions. Meeting participants can request control and presenters can quickly grant control to any participant.

View audience seating chart

Presenters can customise the colour depth and screen resolution to suit varying desktop capabilities.

Presenter can control meeting participants through features that enable the presenter to turn meeting tools on or off on the fly. Other participant management features include: promotion of attendees to Presenter or Active Presenter, view Attendee Profile, send email to participants from the meeting and invite or remove participants.

Collaboration Tools encourage audience participation through interactive features like the Question Manager that enables presenters to view and respond to questions by replying to individuals or to all participants. Other interactive tools include: Real-Time Polls, Mood Indicators, Chat, Annotations, Whiteboard, Text Slides and Web Slides. Use these tools to draw, annotate and type simultaneously to simulate the natural interactivity of an in-person meeting environment.

Record and playback meeting (including audio if used): Those who missed the meeting can view recordings on-demand using Windows Media Player or by downloading the recording for viewing at their convenience.

Support for recurring meetings: Ongoing Meetings ensures the virtual meeting room retains all meeting documents and ongoing annotations, edits, whiteboard and text brainstorming sessions.

Support delegate registration

Reporting: participant lists, poll results, usage, archive tracking, exportable as CSV

SSL encryption

Preload slides and other content: Intuitive "drag and drop" opening of files, thumbnail navigation of documents and a common resource

list that maintains an inventory of everything that's available for the meeting.

Meeting lobby functions: By sending meeting guests to the Meeting Lobby instead of directly to the meeting, you have an additional mechanism to screen participants before permitting or denying entry to the meeting.

Option for dedicated branding or shared space

Options for named users, concurrent users, Unrestricted meeting space and pay-as-you-go

Free online training sessions

Works through firewalls

Low bandwidth requirements

Can integrate with existing audio conference facilities, use VOIP or video plug ins.

Getting Started support get new users up to speed through quick, in-meeting help for common tasks. Tips are tailored to the meeting phase and the role of the meeting participant.

Person to person chat

Lotus Notes integration

Automatic meeting invitations

Moderated Q&A

Multiple presenters

Online scheduling

Participant search

Option for java web client or desktop installation

Password protection

Polls and surveys – Instant, Pre-planned, pre- and post-meeting surveys

Print and save files