

# eMeetings

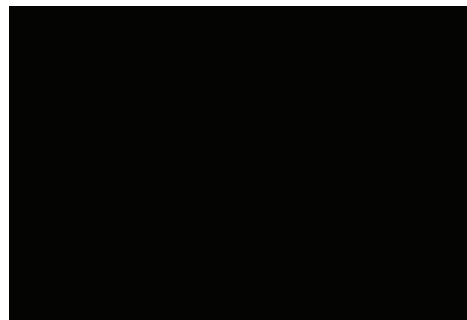
## Meeting Management Made Easy

eMeetings simplifies the collation, distribution and maintenance of meeting information, saving secretariat resource, committee and board member time and paper.

### Individual meeting workspace

Each committee and the board has its own specific area of eShare containing a workspace for scheduled meetings, plus a database of historic meetings. Administrators are able to create a workspace to store all information relating to a specific meeting, including:

- Agenda details
- Attendee list
- Meeting papers
- Useful links
- Conflicts of Interest register



A list of all related activities, and related information is maintained, including:



- Outstanding actions
- Minutes
- External links
- Relevant documents
- Related risk registers
- Other relevant documentation

And a full archive of historic meetings can be accessed when required.

### Print all to PDF

Print all to PDF makes it easy to collate meeting packs for distribution. Simply select which meeting papers should be included in the pack and a complete pack is created as a PDF, making it easy to print and distribute.

Free up your time by taking advantage of this service.

### A Complete Board Assurance Solution

Combine eMeetings with our other modules to create a complete solution to meet all your Board Assurance needs. Available modules include: **eKnowledge**, **eControls**, **eDecisions**, **eView**, **eAppoint** and **ProcedureManager**.



### How eMeetings will benefit you

**Saves administrator time**

**Meeting information distribution is easier**

**No longer have to store paper**

**New committee and board members get up to speed faster**

**Speeds up process of preparing for board meetings and sub-committees**

**The issuing of late or amended papers is eliminated**

### Contact us:

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