



 ELO Meeting Premium

# Digital meeting management for executives

AT THE  OF YOUR BUSINESS

[www.elo.com](http://www.elo.com)



## Conduct digital meetings for executives with ELO Meeting Premium

Executive board and committee meetings are unlike meetings between departments and team. They are more complex with many requirements.

**ELO Meeting Premium** provides the complete package for planning, conducting, and following up on formal meetings. Special tools and functions help you prepare your meetings and ensure that they are structured effectively. The solution always meets prevailing legal requirements, and standard protocols from previous meetings are mapped digitally. You have the option to customize **ELO Meeting Premium** to meet your administration requirements.

The modern meeting application ensures that stakeholders are updated continuously, whether in the office, away on business, or working from home. Meeting files are also available from anywhere. Provide participants with a digital summary of the main documents.

- › **Simplifies meeting planning**  
Simplify planning, conducting, and following up on your meetings.
- › **Modernizes meeting processes**  
The digital transformation approach helps to create efficient processes.
- › **Manages members securely**  
A proven and highly-secure permissions concept is used to protect confidential documents.
- › **Digitalizes planning**  
Efficient and transparent preparation makes it easy to conduct meetings according to plan.
- › **Customizes to your needs**  
**ELO Meeting Premium** meets your requirements through customizing.

# Clearly defined meetings yield clear results

## Prepare

Whether you're planning a regular meeting or a special board meeting, the calendar provides an overview of all the relevant dates. Items are first submitted via the system, and the agenda is created, time slots assigned and approved.

An information service reminds members to send relevant, meeting-related documents on schedule. Standard digital meeting files and scheduled distribution ensures that all members have enough time to prepare for the discussion ahead of the meeting.

All the relevant information is in one central location. Meeting members, therefore, have a complete overview of the relevant documents and proposals for each meeting. Resolutions and decisions are quickly and easily prepared using proposals.

## Conduct

**ELO Meeting Premium** provides full support during the meeting. Time management, for example, ensures that all the agenda points are discussed. This can be specified in a clearly defined agenda and important documents, such as proposals, can be added. The central filing of resolutions helps to directly access documents and clarify questions about previous decisions and agenda items.

Participants can make notes about the individual items before and during the meeting in **ELO Meeting Premium** and decide whether each note should only be visible to them, to all participants, or even marked as "relevant for the minutes."

Executives can also use the meeting management solution to take upcoming votes, and the resulting resolution can be immediately recorded in the minutes. Other elements of the minutes (participants, agenda, decisions, etc.) can be added during the meeting and then merged with a click.

## Follow-up

Time-consuming tasks also arise after a meeting.

The results need to be recorded and the minutes generated and sent. In some cases, changes must be included in the meeting minutes. Tasks resulting from the meeting must also be allocated to the employees responsible. **ELO Meeting Premium** has many practical functions that make this step quick and easy.

## Secure

**ELO Meeting Premium** recognizes the importance of regulatory-compliant meeting planning, implementation, and post-meeting work. A sophisticated permissions system manages members' access. This protects your documents and meeting files against unauthorized access. It also ensures that the resolutions and minutes cannot be changed without authorization. The numerous legal requirements that affect your meetings are a top priority.

**ELO Meeting Premium** offers all the functions of the **ELO Meeting** solution, so you can conduct both optimized executive and board level meetings and also manage regular meetings and workshops professionally. This is specifically designed with informal meetings at a departmental and team level in mind.

## Core functions of ELO Meeting

- > Suggest, change, or withdraw items before the meeting in the agenda app
- > Conduct structured and transparent meetings
- > Create minutes with one click
- > Integrate with Microsoft Teams
- > Carry out voting
- > Assign tasks to participants and other employees in the company

# Key features



## Meet legal requirements

Manage and organize all aspects of complex meetings in accordance with legal requirements in one place.



## Manage everything centrally

An end-to-end system ensures a seamless and structured meeting process.



## Maintain transparency

A transparent audit trail of resolutions passed is available to participants.



## Track deadlines

Sophisticated deadline management with a reminder function helps keep to deadlines.



## Easy to use

Meeting processes can be mapped digitally, so it takes no time to get used to.



## Create transparency

Notes and voting function ensure transparency and make it easier to conduct meetings.



## Anywhere at any time

**ELO Meeting Premium** ensures modern meeting process management in a fraction of the usual time – even remotely.




## Tailor to your needs

Regardless of whether you are planning complex executive and board level meetings or regular departmental and team meetings: ELO has the tool for you.

Are you ready to digitalize your business? In addition to all levels of meeting management, ELO also offers you solutions for:

>  **ELO ECM Suite**  
Enterprise Content Management  
[www.elo.com/en/ecmsuite](http://www.elo.com/en/ecmsuite)

>  **ELO Meeting**  
Digital Meeting Management  
[www.elo.com/en/meeting](http://www.elo.com/en/meeting)

# Benefits at a glance

## Planning and organization

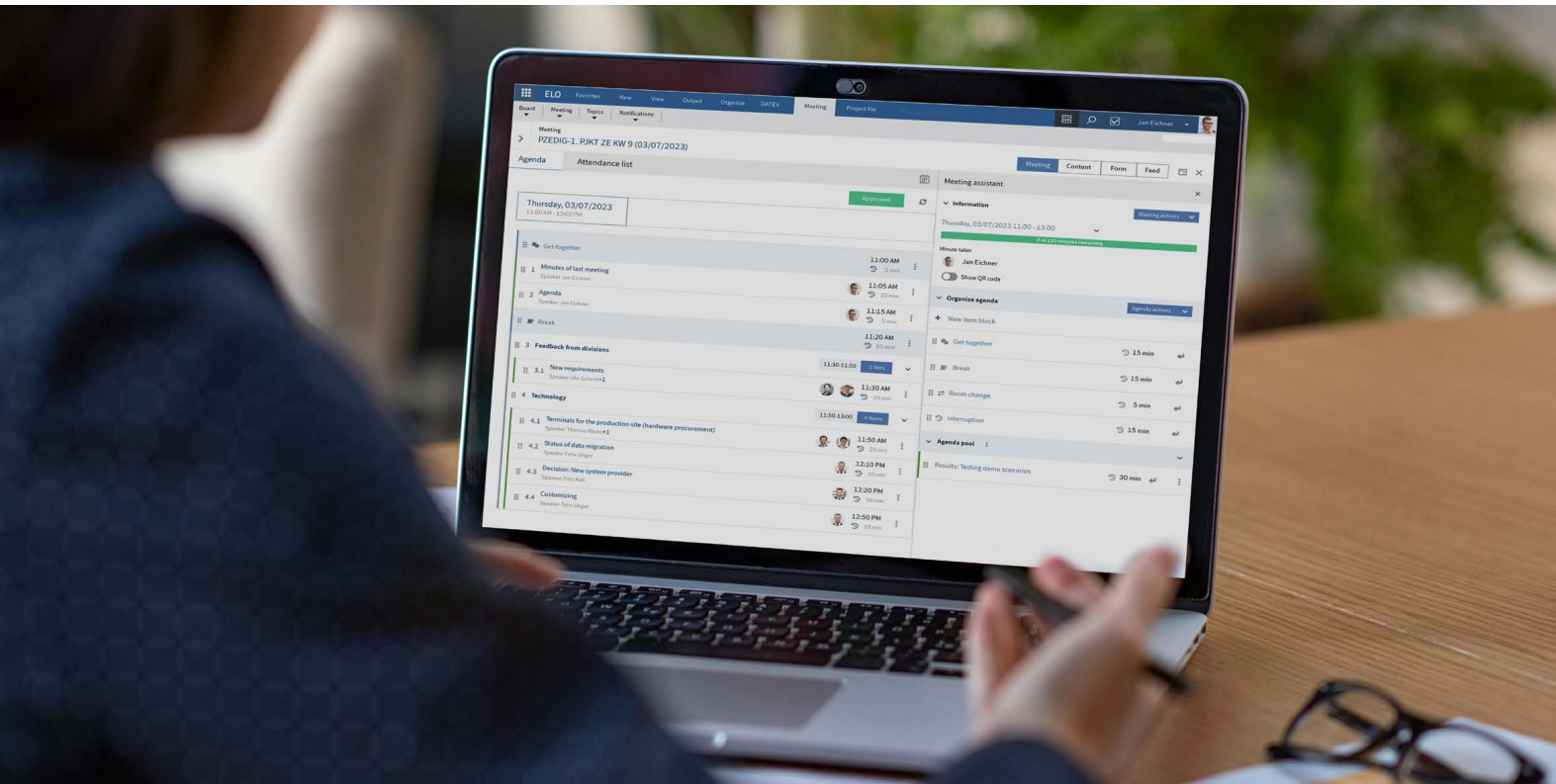
- › Structured calendar (annual to daily view)
- › Quickly and easily create new meetings
- › Agenda: Drag and drop items with the meeting tool
- › Send invitations, reminders, and relevant documents automatically
- › Register, submit, and withdraw items
- › Create proposals with different types of documents
- › Collaborate on proposals
- › Approval processes for the agenda
- › Private and public notes as well as meeting notes
- › Permission-based access to the agenda and preview of approved proposals

## During the meeting

- › Check attendance of meeting participants
- › Ensure proper execution
- › Fast, transparent decision-making processes
- › Vote by a show of hands or with a mobile device
- › Accept proposals, comment on or reject changes
- › Write minutes text directly in the meeting
- › Adjourn resolutions

## Post-meeting tasks

- › Create minutes with a single click
- › Excerpts from minutes can be forwarded to other committees or bodies
- › Access to resolutions and documents 24/7
- › Approve meeting minutes



 ELO Meeting Premium

# Digital meeting management for executives

AT THE  OF YOUR BUSINESS


**Europe (Headquarters)**  
ELO Digital Office GmbH  
[www.elo.com/en/contact](http://www.elo.com/en/contact)

**North America**  
ELO Digital Office Corporation  
[www.elo.com/us/contact](http://www.elo.com/us/contact)

**Asia-Pacific**  
ELO Digital Office AU/NZ Pty Ltd  
[www.elo.com/au/contact](http://www.elo.com/au/contact)

**Asia**  
PT ELO Digital Office Indonesia  
[www.elo.com/id/contact](http://www.elo.com/id/contact)

**Africa**  
ELO Digital Office (Pty) Ltd.  
[www.elo.com/za/contact](http://www.elo.com/za/contact)

 **Worldwide**  
Find more locations  
[www.elo.com/en/locations](http://www.elo.com/en/locations)

More information:  
[www.elo.com/en/meeting-premium](http://www.elo.com/en/meeting-premium)