

Microsoft® Office Live Meeting

Add a dynamic visual element to any BT Audio Conference

This flexible web conferencing service helps you eliminate the hassle and costs associated with travelling to face-to-face meetings. Combine the power of BT Audio Conferencing and Office Live Meeting within your own virtual meeting room, giving you the ability to share your desktop with your participants and remain in complete control at all times. Share presentations and discuss, edit and view any type of document at the same time. BT Audio Conferencing and Office Live Meeting enable you to have more productive and meaningful meetings.

Benefits of Office Live Meeting

- **Increased productivity and reduced costs**
There is less travel and faster decision-making with BT Audio Conferencing and Office Live Meeting. Participants can meet online instantly, at any time. Create productive, interactive meetings with the ability to share slides, spreadsheets or applications with your virtual audience, just as you would in a face-to-face meeting.
- **Competitive advantage**
You can Respond more quickly and effectively by using web conferencing as a quick and convenient way to meet your customers and suppliers in between face-to-face meetings. Ultimately this creates better business practice by enabling you to make informed decisions, and progress projects more quickly.
- **Easy to implement**
Office Live Meeting can be integrated with business processes, systems and third party applications seamlessly as there is no requirement for additional infrastructure or capex. Meaning you can easily deploy it across your department or organisation.
- **One click to conference**
Participants can join a web conference by one click of a mouse. No need to dial into a conference call or log onto a website. Participants simply click on a URL link to join the web conference, and at the same time, their phone rings to link them to the audio portion of the conference.

Popular uses include:

- Project team meetings
- Staff meetings and briefings
- Product launches
- Training sessions
- Investor relations calls
- Sales presentations

Features of Office Live Meeting

- **Scaleable solution**
Office Live Meeting gives you one collaboration solution for your entire organisation. It has the ability to engage from 2 to 1,250 participants, enabling you to run anything from small, spontaneous meetings to larger, structured presentations and seminars.
- **Efficiently share employee resource**
You can hold impromptu or scheduled meetings, allowing for scarce skills to be efficiently deployed and utilised world-wide. For participants who were unable to attend the meeting, there is the added option to record meetings for future reference, training or replay purposes.
- **Protect your conference through nine levels of security**
Comprehensive security levels include user passwords, encrypted meeting notes and the ability to set content expiration dates.
- **Reduce training costs with virtual breakout rooms**
Create more productive and cost efficient training programmes using virtual break out rooms to split the main Live Meeting session into groups for one-on-one discussions or team activities. Trainers can easily move between rooms and participate / supervise all discussions*.
- **Connect remote participants and teams**
Use the 360-degree panoramic video with the Microsoft Round Table video device or the webcam functionality to view all participants in the meeting and create more efficient collaboration sessions by making participants feel like they are all in same room.

* Computer audio & audio conferencing is currently not available for virtual breakout rooms. Attendees can use the non-verbal communication tools to communicate with each other for example online chat, Q&A, white board, text screens and content sharing.

View of the Live Meeting web conferencing console

Example of how you can present and interact with Live Meeting 2007

The screenshot shows the Live Meeting 2007 interface with several panels highlighted by blue arrows and callouts:

- Recording:** A floating window with a 'Record' button and a 'Saved Recordings' list. Callout: "One-click recordings."
- Content (3):** A panel showing a list of content items including 'LM_2007_Datasheet.docx', '[White Board 1]', and '[Text 1]'. Callout: "'Content' panel which maintains an inventory of all available content for your meeting."
- Attendees (1):** A panel showing a list of attendees, currently 'Trainer'. Callout: "Manage meeting attendees and invite additional participants."
- Shared Notes:** A panel with a rich text editor. Callout: "'Shared Notes' panel enables attendees to view and edit shared actions."
- Questions and Answers:** A panel with a 'Q & A' section and a 'Manage' button. Callout: "View 'Question and Answers' sessions publicly and privately."
- Annotation tools:** A toolbar at the bottom right with various drawing and editing tools. Callout: "Annotation tools."

How it works

All you need is a phone line, PC and an internet connection.

You can book a meeting directly from your Outlook / Lotus Notes Calendar, creating a calendar invite containing the meeting URL link and web meeting entry passcodes. This calendar invite can be sent out to all participants, enabling you to chair any meeting from your desk with anyone, at any time, no matter where they are.

To start your meeting, you and your participants simply click on the URL link contained in the calendar invite and enter their names and passcodes (if requested) to log into the web console. Once logged into the web console, everyone can view the documents that you are presenting in real-time.

The meeting can also accommodate live question and answer sessions, instant voting and one-to-one text chat between participants.

For more information please contact:

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Flexible pricing options

Office Live Meeting from BT Conferencing offers flexible licensing and pricing options depending on the number of meeting participants and features needed.

Live Meeting Standard Edition - offers a meeting capacity up to 1,250** participants and provides a host of features that include presentation tools and attendance reporting, as well as application and desktop sharing.

Live Meeting Professional Edition - offers a meeting capacity up to 1,250** participants and provides advanced functionality to enhance the flexibility and overall experience associated with meeting online. Offering all of the features found in Standard Edition, Live Meeting Professional Edition also includes a host of upgraded in-meeting, post-meeting, and administrative features. Ideal for advanced users of web conferencing or to support in-house training programmes.

Pay on a 'Price per minute' option - provides a pay-as-you-go service - your organisation is charged for the number of users and minutes used. There is the added option to select a committed-price-per minute-service, where by your organisation benefits from a discounted per minute charge.

Or pay by a 'Named user' option - provides each named user with the ability to chair or participate in an unlimited number of conferences, all for a flat monthly fee. Invited participants who are external to the organisation, do not require a licence. Each Named user account is non-transferable, allowing you to budget your cost for the forthcoming year upfront.

** Up to 1,250 participants for a price per minute licence/15 participants for a named user licence.

System requirements

Supported operating systems

- Windows Vista™ operating system, 32-bit
- Windows XP Professional with Service Pack 1 (Service Pack 2 recommended)
- Windows XP Professional x64 Edition in 32-bit mode
- Windows 2000 Professional with Service Pack 4
- Windows Server 2003 with Service Pack 1

For Sending Video

Webcam or Microsoft RoundTable device

Bandwidth

- Data - minimum of 56K internet connection recommended
- Webcam - minimum of 50 kbps recommended
- Microsoft RoundTable - minimum 100 kbps recommended