










## Conferencing Services Overview

ReadyTalk's services give you the confidence to run great meetings, anywhere you choose — every time.

Our Service	What They Do For You	What You Can Accomplish
 <b>Web Meetings</b>	Save Money and Travel Less with Web Meetings	Conduct meetings, sales demos, train employees and collaborate with others right from your desk. You can be as effective and engaging conducting an online meeting as you would be in person. Present slides, share files, programs and your Web site with attendees.
 <b>On-Demand Audio Conferencing</b>	Meet Anytime and Anywhere	Just pick up the phone any time to start a conference with up to 150 of your colleagues or customers, no reservations required. They can be next door or halfway around the world—ReadyTalk offers toll-free access in more than 50 countries plus direct dial-out to anywhere.
 <b>Operator Assisted Audio Conferencing</b>	Personalize Your High-Profile Events	For events where you need expert assistance, our operators are there to help. We can provide custom announcements and introductions, facilitate Q&A sessions, dial out to attendees and take care of recording the event. Invite up to 3,000 people to your operator-assisted calls.
 <b>Recording Services</b>	Record Everything Easily	Record your Web and audio conferences with one click. After your meeting, our Web-based editing tools help you add the finishing touches. You can make your recording available for anyone to watch at any time, and our registration and notification options will tell you who watches it and when.
 <b>Podcast Publishing</b>	Reach a Wider Audience with Podcasting	Any ReadyTalk recording—Web, audio, or both—can also be published as a podcast. After subscribing to your podcast, viewers will automatically receive any new content you publish. Your podcasts can be played on anyone's computer, iPod, or MP3 player...anytime, anywhere.
 <b>Advanced Meeting Features</b>	Generate More Qualified Leads for Less	Reach a larger audience and deliver your message to thousands of people online. ReadyTalk's Conference Center features will help you streamline the planning and management of your meetings or events. It's easy for you to promote your events to the right audiences and target qualified prospects.
 <b>Professional Event Services</b>	Ensure the Success of Your Events	Our Professional Event Services team will help ensure the success of your high-profile online meetings and operator-assisted calls. Before the event we provide Webinar best practices, training sessions and dry runs. During the event, our team will enable the recording, conduct custom announcements and as facilitate Q&A. Afterwards we will take care of all follow-up activities for your meeting.