



# Find the optimal Web Meeting Solution for your Organization

Spread offers web meeting solutions for every demand

# Find your optimal web meeting solution

Professional web meeting solutions allow various possibilities of usage and are available in different licensing options.

For that reason it is very important to define the requirements in detail before choosing your license solution..

Here you find some helpful instructions for finding the suitable Spread license for your organization.

## Considering your requirements

First of all you have to identify the requirements for a web meeting solution in your organization.

Therefore please answer the first five questions.

- 1** How many people need to be able to work with the solution?
- 2** Do you plan to organize external or internal communication via web meetings?
- 3** Is there a periodic need for information to be distributed within your whole organization?  
(i.e. a presentation of a new reward system for the staff)
- 4** Are there times when the solution may be used with higher frequency, so you may be charged more?  
(i.e. recurring training at the end of the year)
- 5** Do you want to reduce the costs for business travel significantly?  
This is a particularly essential benefit for Sales departments.

- 6** How many people need to be able to host meetings?  
In addition to your staff please also keep subcontractors, partners and ambassadors of your company in mind.
- 7** How many participants will usually take part in your meetings?  
Are you unsure of just how many people need to take part in the meeting? Talk to your colleagues who are actually arranging these meetings.
- 8** How many meetings shall be held in future?  
Which of the current face-to-face meetings could, in the future, be organized online? You can assume that the number will increase.
- 9** Are there special periods where higher capacity is required?
- 10** Do you want to record your events and allow your participants to dial in via telephone?

## Defining details

Think about the specific details of the planned online events.

Please take questions six to ten into consideration.

Depending on your answers, different Spread license will be relevant for your needs.

## Practical experience

### Company-wide communication

... is the easiest form of communication. Usually one speaker is talking to a major audience (1:n communication).

Webcasts and webinars are often used to distribute information to the employees of the company located at single location or several branches.

This could be necessary for topics such as human resource, for presentations of functional issues or product, specific news and/or innovations.

### Huge internal training projects

For example, at the end of a quarter, it sometimes requires a solution that allows many users to interact within your meeting room (n:n communication).

In these events communication can occur between more than one branch or location simultaneously.

### Sales

Online interactive Sales meetings become more and more important in an office. It is mainly used for customer presentations or counseling interviews.

The most effective way to reduce costs for business is to provide one small virtual meeting room for every sales consultant cutting down on the need for expensive travel cost.

This allows an employee or a small team to hold personal conversations with a single customer or a small group (1:1 communication).

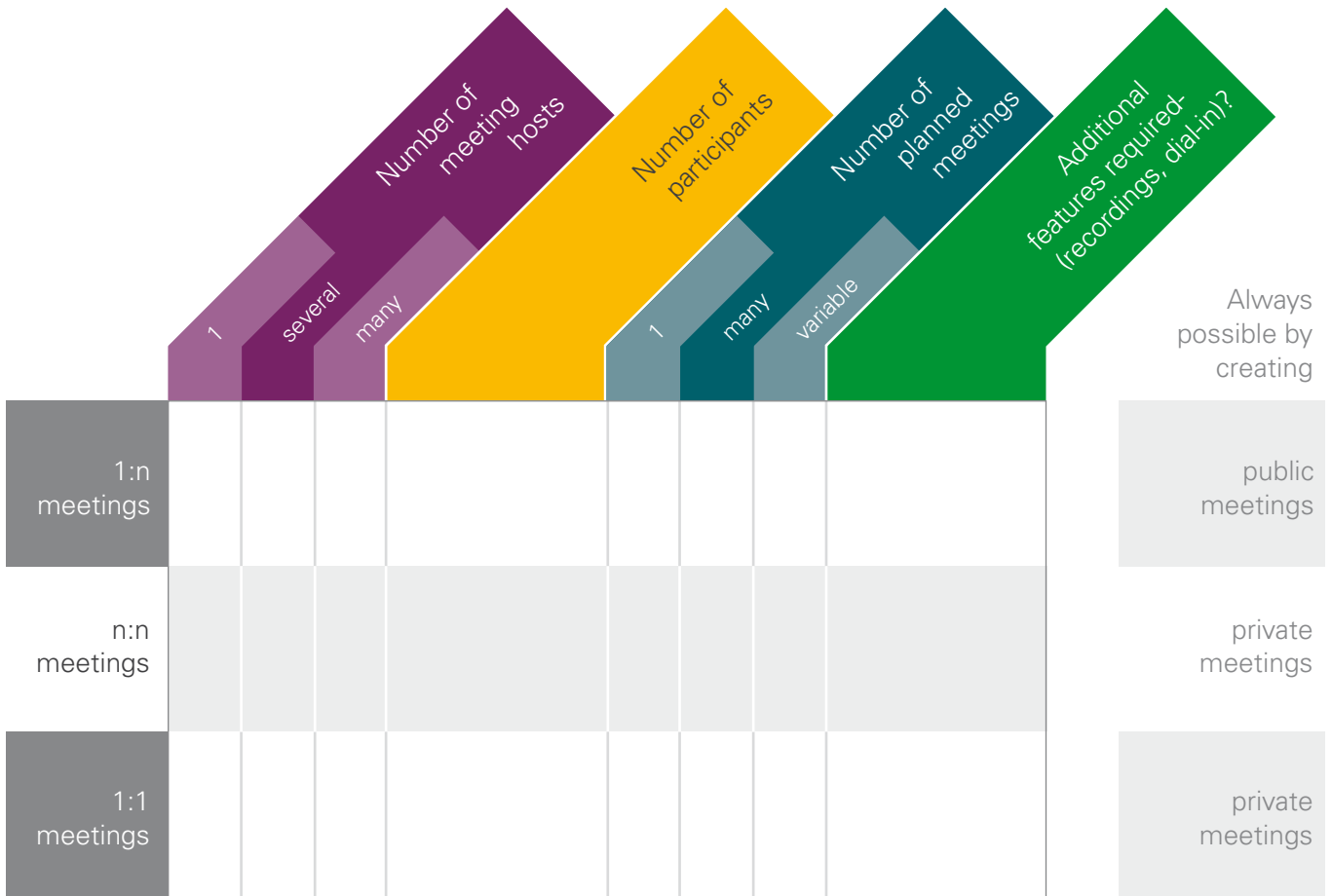
### Spread solutions for any kind of use

- Conferences, speeches, lectures and congresses for up to several thousand participants.
- Interactive training
- Customer support
- Location-independent meetings and teamwork
- Presentations and consulting

# Spread provides conference rooms for every demand

# Find your optimal web meeting solution

## Specify your suitable solution



You need ...

a **Spread Meeting room**.

a Spread meeting room including a **User management**.  
Thereby you can share a single license within your team.

preferably **every user has their own Spread meeting room**.

a **Spread license that includes the number of participants needed**.

(i.e. 10 participants require a Meeting Pro-10 or a Event-10).

as flat rate a **Spread Meeting Pro**, as single event a **Spread Event**.

a **Spread Event** as single license to accommodate the temporary bandwidth or participant requirements.

a **Spread Meeting** as meeting flat rate.

a **Spread Event** as single event.

List your requirements for your planned online events in the overview above and find the suitable Spread license for your organization.

# Find your optimal web meeting solution

## Spread is available in 4 variations

### Free

Spread Free allows you to hold web meetings, free of charge, with up to 3 participants.

### Meeting

Meeting licenses offer low-priced flat rates for unlimited usage. You can host any number of web meetings with an unlimited duration. Your participants always join free of cost.





### Meeting Pro

Meeting Pro is a flat rate license for web meetings with recording and additional dial-in options.

### Event

If you only need a single meeting, chose the Spread Event..

These meeting rooms allow you to reach many participants at the same time. Online events for 5, 20, 50 or up to several thousands participants are possible.

	 <i>Free</i>	 <i>Meeting</i>	 <i>Meeting Pro</i>	 <i>Event</i>
No. of attendees (includes conference host)	3 (free of cost)	5 to 1000 (Meeting-5 to Meeting-1000)	5 to 1000 (Meeting-5 Pro to Meeting-1000 Pro)	10 to 1000 (Event-10 to Event-1000)
Unlimited number of meetings	●	●	●	
One particular meeting <sup>1</sup> (10 hours duration)				●
Create a permanent meeting room		●	●	
Personal meeting room <sup>2</sup> for ad-hoc meetings <b>NEU</b>			●	
15 languages available	●	●	●	●
Multiple presenters	●	●	●	●
Show PowerPoint (2010/2011) presentations with animation effects <b>NEU</b>			●	
Video conferencing	● (Meeting host)	● (Meeting host)	● (Meeting host & participants)	● (Meeting host & participants)
Telephone conferencing with dial-in numbers worldwide			●	● <sup>3</sup>
VoIP audio for all attendees	●	●	●	●
Telephone dial-out <sup>4</sup>	●	●	●	●
Screen sharing, chat, voting, whiteboard, mind map, remote control, presence control	●	●	●	●
Presentation of PowerPoint, PDF and video files directly in your meeting room (without sharing your screen)	●	●	●	●
Audio/video recording, unlimited play-back			●	●
Brand meeting rooms with your logo		●	●	●
Promote events (manage participants with <a href="#">amiando</a> )	●	●	●	●
iPhone App <sup>5</sup>	●	●	●	●

<sup>1</sup> Additional personal and permanent meeting room. Meet your participants instantly online without sending invitations.

<sup>2</sup> English, German, Spanish, French, Italian, Portuguese, Swedish, Turkish, Czech, Polish, Japanese, Dutch, Greek, Chinese, Russian.

<sup>3</sup> Telephone Conferencing is inclusive for Events up to 100 participants. For Events with a higher number of participants we offer this feature on demand. Please contact us for more information.

<sup>4</sup> Telephone dial-out means, that you can call participants and add them to your meeting. Spread telephone credits are required.

<sup>5</sup> Free app for iPhone, download: [www.spread.com/iphoneapp](http://www.spread.com/iphoneapp).

# Find your optimal web meeting solution

## Buy licenses

All Spread licenses can easily be ordered at the Spread Online Shop.

Do you need Spread user management? Please contact us so we can setup this solution for your organization.

These can be paid for with credit card, direct debit, bank transfer or invoice. License keys will be sent to you by email.

Visit our Spread Shop:

[www.spread.com/store](http://www.spread.com/store)

## Use your meeting room

After the license key is activated in your Spread account, you can use the meeting room immediately.

### How to activate your license key?

- 1 Log in to your account on [www.spread.com](http://www.spread.com).
- 2 Choose the menu point "My licenses" in the "My account" tab.
- 3 Input your license key into the according form and click the "OK" button
- 4 Your license is activated and your Spread meetings are ready to use.



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Customer consultant

### Further questions?

Click here. We call you within seconds for free – worldwide. Please keep your phone ready!

[Call now](#)