



spread

Reducing the Effort of your Meeting

Reaching more people easily in less time

www.spread.com

struktur[®]

Hold meetings anytime
and anywhere.

Save time and costs.

Increase your
success with online
conferencing!



Your Benefits

Save on Time and Costs

Elaborate and costly business trips, especially to overseas locations, are made redundant.

Fast-track your Decisions

The usage of Spreed eliminates the need for travel to meeting locations and customer sites. You can discuss joint projects online and thereby fast-track necessary decisions.

Improved Support and Helpdesk

You can easily look at the display screen of another person, identify the problem quickly and show them how the problem can be solved. This saves time and keeps your client satisfied.

Improve your Customer Reach

Get closer to your customers regardless of locality! Even your international partners can be contacted effortlessly.

Organize Seminars Online

Organize employee trainings, comprehensive software courses or specialised lectures. Spreed enables participants to follow your seminar directly from their desks. Convey contents with video transmission and interactive tools or let your group develop a collaborative solution.

Personal Contact by Video

Get in touch with your participants by webcam and give your presentation a personal touch.

Combine with Telephone Conferencing

Benefit from telephone conferencing functionality in addition to VoIP. Allow your participants to dial in to your meeting room by phone or use the Spreed Phone to bring additional people into your event. Hold web and telephone conferences with one service.

Easy, platform independent Operation

Operating Spreed Meetings is easy and intuitive and supports Windows, Mac and Linux.

Various usage

Spreed Web Meetings are a part of various operational areas. The most important ranges of use are:



Marketing

Save time and effort by means of effective multimedia presentations and demonstrations.



Trainings and Support

Train employees, partners and customers online. This is faster and more comfortable for everyone.



Sales and Advice

Shorten sales cycles by presenting your products or services online exactly as you would conduct conventional on-site presentations.

Plan a Meeting

Easy Access

Organize meetings and trainings for up to 1000 participants. You and your guests will join your conference room easily by a web link or by entering a meeting number.

Event Management

Simplify the organization of your event! Give your participants the possibility to register and to pay the optional fee. Tailor the room size to your specific needs.

Available anytime where ever you are

The Spread Service is available any time and any place in the world.

No additional Software required

You do not have to install any software. All you need is a web browser and internet access.

Free for 3 Participants

Spread Web Meetings are absolutely free for up to 3 people. For major rooms or special functions we offer licenses for single events, flat rates and telephone credits.

Hold Presentations



Video and Audio

Depending on the available bandwidth you can tailor your audio and video needs, including a variety of audio and video quality formats. Include up to 14 independent video sources in your meeting.

Turn your meeting into a personalized exciting event for your customers, colleagues and partners.



Presentations

Include Microsoft Office and Open Office documents, audio, video, graphics and photos in your presentation to add interactivity to all your meetings.

Allow all your participants to give immediate feedback, ask questions or even navigate through the presentation on their own.

Spread provides a variety of tools for your interactive online conference.

Scenario: *An international company developed a new product and wants to bring it to market now. Using Spread the different sales teams are able to develop an international strategy and present the new product to their customers worldwide.*



Show your Desktop

Share your applications, websites or your whole desktop using Screen Sharing.



Share Files

Provide files and documents to your participants. This way participants can download product brochures, documentations and/or handouts.



Recordings

Record the whole or any part of your web meeting. The Spread Recording function is ideal for training sessions, to reinforce existing seminars or give absent participants access at a later time.




Votings

Find out the opinion of your participants with the voting function. While the meeting is in progress participants can vote. You receive the result and decide if you want to publish it to all attendees.



Branding your Meeting Room

As a host of a Spread Meeting you can replace the Spread Logo with your company logo and give the lobby and the meeting room your own character. Your participants will recognize at first glance who is organizing the event.




Video conference
Tino Swithman

Cape town
Sales South Africa



Video conference
Claudia Haymann

Munich
Sales Germany



Video conference
Mari Miller

Boston
Sales America



Your participants can join your meeting room comfortably from any place.

Organizing Teamwork



Private and Public Chat

Exchange information via chat. Get feedback, answer questions or respond to comments. You decide who is able to read the messages.



Whiteboard

With the Whiteboard you can develop, draw and visualize ideas collaboratively within a team. Emphasize key points of concepts with the available painting tools or add annotations by using the text tool.



Mind Map

The Mind map makes it possible to do joint planning and to shape thoughts. Give structure to certain information, quickly and effortlessly!



Remote Control

It is possible to control and access applications of other attendees with the Remote Control function. This allows teamwork to become easy. All this in real time.



PDF Export

Export PDF files in real time to all your participants. Include drawings and any annotation that is created in the meeting. Allow participants this functionality with your permission.



Telephone Dial-in and Dial-out

Allow your customers and partners to join via phone. Spreed provides local dial-in numbers in many cities and countries worldwide.

In addition dial directly from the meeting room. You can call international networks and bring participants into your meeting by phone.

Benefit from the excellent voice quality of Spreed Telephone.



Participants Control

Control all permission, audio and the presence of your participants. Send unwanted people out of the meeting room or assign and/or accordingly remove moderators and speakers rights when required. All this in real time.







Presence Control

With Presence Control you can check if your participants are following your lecture. If a requested confirmation does not occur this will be saved and the moderators receive this information directly. This feature is mainly used for trainings that require an attendance confirmation.



Spread Licenses Overview

	 <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 (10 hours duration)				●
Create a permanent meeting room		●	●	
Personal meeting room ¹ for ad-hoc meetings NEU			●	
15 languages available ²	●	●	●	●
Multiple presenters	●	●	●	●
Show PowerPoint presentations (2010/2011) with animation effects NEU			●	
Video conferencing	● (Meeting host)	● (Meeting host)	● (Meeting host & participants)	● (Meeting host & participants)
Telephone conferencing with dial-in numbers worldwide			●	● ³
VoIP audio for all attendees	●	●	●	●
Telephone dial-out ⁴	●	●	●	●
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 amiando)	●	●	●	●
iPhone App ⁵	●	●	●	●

Visit the Spread Shop: www.spread.com/store

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

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

³ 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.

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

⁵ Free app for iPhone, download: www.spread.com/iphoneapp.



Upgrade your Meeting Room

Spreed is available as different solutions. The licenses are adjusted to different intended uses, room sizes and functional requirements.

Spreed Free

Spreed Free allows meetings with up to 3 participants. It is absolutely free.

Meeting and Meeting Pro

Spreed Meeting licenses offer low-priced flat rates for unlimited usage. Thereby you can host any number of web meetings with unlimited duration. The Spreed Meeting Pro licenses provide additional functionality such as recording and dial-in. Joining by your participants is always free!

Spreed Meeting and Meeting Pro licenses can be booked as monthly and yearly subscriptions.

Event

Single meetings can be organized by Event license packages. These meeting rooms allow you to reach an audience of up to 1000 participants.

With a Event you can hold meetings for a special number of participants at a defined start time. After starting the Event your room is available for a duration of 10 hours.

Telephone Credits

Using the Spreed Phone requires telephone credits. Just purchase in your currency and activate it in your Spreed Account.

Buy a License

All Spreed licenses can easily be ordered at the Spreed Shop. They can be paid for by credit card, direct debit, bank transfer or invoice.

The license key will be sent via email after receipt of payment. By activating the received license key within your Spreed account you can use the purchased product immediately.

Please also have a look at the factsheet "Find the optimal meeting license":

[www.spreed.com/
license_finder_en.pdf](http://www.spreed.com/license_finder_en.pdf)

**Spreed is free for up to 3 people.
Licenses and credits provide rooms
for more participants and special
functionality.**

First Steps

Access to Spreed

Register free at www.spreed.com. All you need is an email address and a password to set up your Spreed account. It only takes a few minutes.

Set up a Meeting

You can immediately schedule a Spreed Meetings after having registered. A user dialogue asks for the required information. Choose a title for your event, schedule a start time and create your participants list.

Invite Participants

The invitations to your event will be sent by email with the Spreed portal. An invitation contains the start time and details for the upcoming meeting. Your participants can join your meeting room using the information in this email.

Start Meeting

The moderator starts the meeting. If participants are already waiting in the lobby, the moderator brings them into the Spreed Webinar or Meeting room. During the meeting the moderator(s) can present documents and discuss these with all attendees.



Meeting Types

The following meeting types are available:



Private

Only invited participants are able to join a private meeting room.

Define the names and the email addresses of those people you would like to be an attendee of your event. Every participant receives an invitation by email. This includes a password for joining your meeting room. The password is personal and cannot be used by another person.



Public

A public meeting room can be entered by anybody. No login is required.

Your online event can be joined by a link or the meeting number.

You can announce your meeting using online marketing avenues (i.e. website, newsletter, social media) to make it easy to access your room.

Hold Spread meetings on Windows, Linux and Mac. No Installation. Just use your Browser.

System Requirements

Operating Systems

- Windows Vista, Windows XP, Windows 2000.
- Mac OS X 10.3 or higher.
- All Linux distributions from Year 2006.

Processor

- Intel/AMD CPU 1.6GHz or higher processor.
- OS X: PowerPC G4 1.25GHz or higher.
- 512MB RAM or above recommended.

Graphic Hardware

- Discrete graphic adapter with 8MB Video RAM or above recommended.

Internet Bandwidth

- Downstream (from Internet): at least 512Kbps
- Upstream (to Internet): at least 256Kbps

Browser

- The web browser must accept cookies.
- Adobe Flash plugin version 7 or higher.
- Windows: Internet Explorer 6,7 & 8; Firefox 1.5, 2 & 3.
- OS X: Safari 3 & 2, Firefox 3 & 2.
- Linux: Firefox 3 & 2, 1.5, Web-kit and other.

Audio

Use a hands-free conference speaker (i. e. Spread Conference speaker) or a headset for your audio. Please do not use a microphone together with loudspeakers (i. e. laptop) as the microphone picks up the loudspeaker's audio. This could create an annoying acoustic echo.

Video

In order to take advantage of the video feature, a USB or FireWire camera is required.



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