Digital Experience
Platform

NEPTUNE
MEETING
PACK

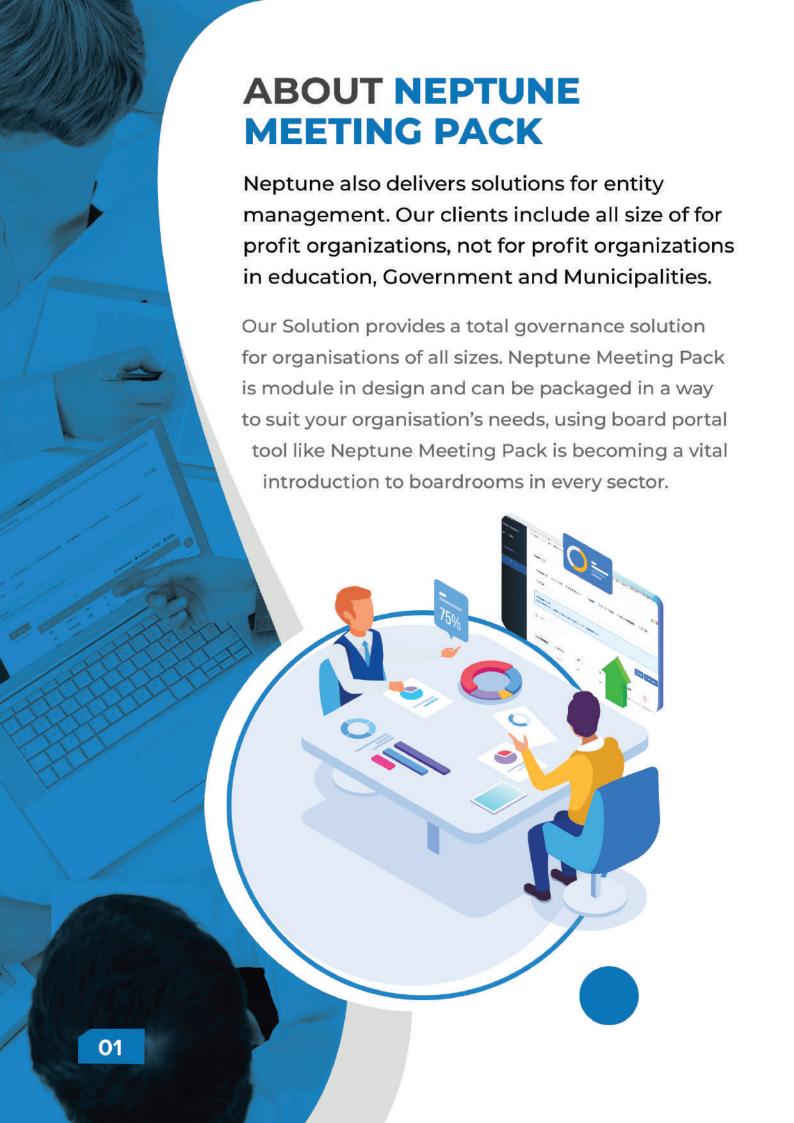A software solutions to help industries manage effective meetings and governance. In addition to developing meeting management solutions.

Neptune eSmart DXP

ABOUT NEPTUNE MEETING PACK

Neptune also delivers solutions for entity management. Our clients include all size of for profit organizations, not for profit organizations in education, Government and Municipalities.

Our Solution provides a total governance solution for organisations of all sizes. Neptune Meeting Pack is module in design and can be packaged in a way to suit your organisation's needs, using board portal tool like Neptune Meeting Pack is becoming a vital introduction to boardrooms in every sector.

In practice,

NEPTUNE MEETING PACK
SOLUTIONS DELIVER:

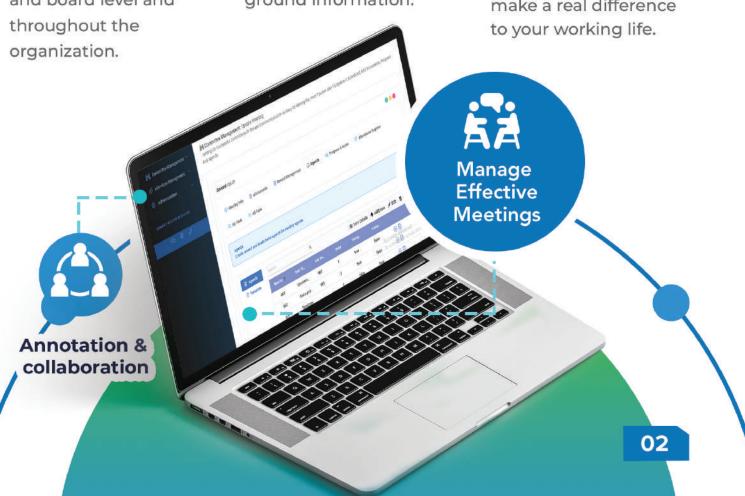**Improved collaboration and communication—** meetings are often the driving force in any organization, they are where decisions are made and activity planned. Software can make meetings more productive at council and board level and throughout the organization.

Enable more considered decisions— decision-making software can take away the pressure of particular personalities on a group's decision. It can also make for better decisions by giving members all the background information.

Provide a living view of the organization— having all your documents and meeting papers at your fingertips in an app rather than in a filing cabinet makes it easier to have a grip on the bigger picture. Access to information starts to make a real difference to your working life.

Manage Effective Meetings

Annotation & collaboration

MAIN MODULES IN NEPTUNE MEETING PACK

Neptune Meeting Pack moves your meeting management online into a digital platform which makes the entire process easier, giving you more time to make a difference – whatever your role.

Calendar View And Outlook Integration:

Users will be able to view past and upcoming meetings scheduled from within the system.

Committee/Group Setup:

Super User/Admin will be able to add/remove users from committee/group. A user/member can belong to one or more committees/groups

Agenda Template Creation:

Using Neptune save times for clients from creating template that are regularly used for each meeting, using our system the clients can easily saving time on populating the structures or the agenda items.

MEETINGS

A virtual secretariat that frees you up for effective, simplified meeting management. Schedule meetings with an online, collaborative meeting space where you can include venue maps; agendas; attendee list; meeting minutes; pre and post meeting actions and also add related documents.

PDF

03

The PDF Meeting Pack function allows you to easily collate all of your meeting papers, including agenda, index numbering, attendees, dividers and page numbering, into one PDF file, in just two clicks.

We know each boardroom or council Meeting is different which is why we can tailor Neptune and its modules, so you can build the package that suits your organisation.

Administration:

Administrators form the company are added to the system and their responsibilities are to add users and create groups and committees as well as set permissions. Administrators can easily amend, create, control and distribute the packs.

Resolutions:

User/organiser will be able to create a basic resolution against each item on the meeting agenda with description where resolution is not an explicit decision.

Item Register:

Creation of Multiple item and Sub Items to form part of the agenda, users can upload multiple documents for each items to be discussed as part of the meeting.

Presenter Mode:

Meeting Attendance Register:

Online meetings can be chaotic without the right moderating tools, especially with a large number of participants. Presenter mode offers greater management by giving the meeting host direct control.

User/organiser will be able to mark an attendance register for a meeting on behalf of the attendee. Recipients will be able to RSVP(YES/NO/MAYBE) for a meeting before scheduled time

Decisions and Surveys

Neptune Meeting Pack offers the client a centralised, collaborative platform where everyone can access and contribute to good decision making. It provides the users with the ability to vote, approve documents and able to sign documents from their devices.

Digital Experience Platform
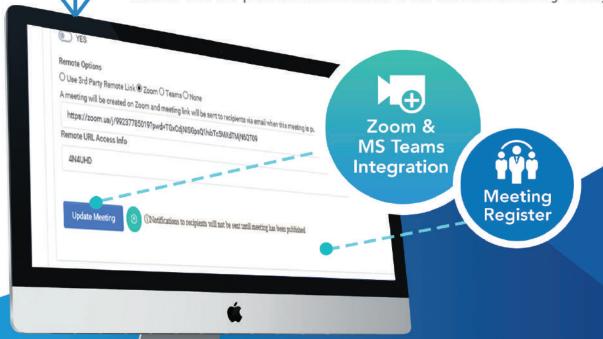
Meeting Register:

Users will be able to create/amend/delete adhoc meetings; select dates and assigning to one or more committee(s) as recipients, users will get email notification with details of the meetings and link to join the meeting. Users will be provided with link to access the meeting documents to be discussed to prepare them ontime.

Online Meeting Integration (Zoom and MS Teams):

Using our platform the integration as been made easy for creation of online meetings, inside our platform one can easily create an online meeting without going out of the system and login into different Platforms.

Annotation and collaboration:

Use the meeting controls such as annotation tools, presenter notes to collaborate as a team, each member can have their own private comments to refer to during meeting session and some will be public comments that can be seen by everyone.

YES

Remote Options
Use 3rd Party Remote Link ● Zoom ○ Teams ○ None
A meeting will be created on Zoom and meeting link will be sent to recipients via email when this meeting is pu
https://zoom.us/j/99237785019?pwd=TGxCdjNISGpsQ1hibTc5MXdTMjN6QT09
Remote URL Access Info

4N4UHD

Update Meeting   ⓘNotifications to recipients will not be sent until meeting has been published

Zoom & MS Teams Integration

Meeting Register

Calendar View and Outlook integration:

Users will be able to view past and upcoming meetings scheduled from within the system

05

THE BENEFITS ACCRUING

Using Neptune Meeting Pack will be:

01

Administrative time
and costs are saved.

02

Meeting packs are
distributed instantly and securely.

03

Boards and Teams
are more effective.

Resolutions:
User/organiser will be able to create a basic resolution against each item on the meeting agenda with a description where resolution is not an explicit decision

THE BENEFITS ACCRUING

Using Neptune Meeting Pack will be:

04

Meetings become
collaborative, engaging, & easier to manage

05

Transparency
in decisions and procedures

Flexibility
for Cloud Base and On-premise Solution

06

Item Register:
Item Register: Creation of Multiple item and Sub Items to form part of the agenda, users can upload multiple documents for each items to be discussed as part of the meeting.

Neptune Meeting Pack
(MEETING MANAGEMENT SOLUTIONS)

Our Solution provides a total governance solution for organisations of all sizes. Neptune Meeting Pack is module in design and can be packaged in a way to suit your organisation's needs,

using board portal tool like Neptune Meeting Pack is becoming a vital introduction to boardrooms in every sector.

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