



Quickly book and manage web and audio conferences—and reduce employee travel time, expenses, and carbon emissions.

In the face of escalating travel costs and concern for the environment, 7 out of 10 organizations are now encouraging employees to use audio and web conferencing instead of travel. One company, British Telecom, for example, utilized conferencing solutions and saved an estimated \$285 million while reducing its annual carbon emissions by 54 thousand tons.

Despite these opportunities, few companies make it easy for employees to find and use conferencing services from preferred providers. As a result, employees often use providers that charge higher rates, and waste time looking up access codes.

Using the Rearden Personal Assistant Conferencing Smart App, employees can quickly book and manage web and audio conferences with preferred partners, saving up to 50%, without being required to remember access codes. They can invite attendees directly from their address books, and have reservation details automatically inserted into their calendars. Companies can communicate important cost information to employees as they reserve their conferences, offering superior service at highly competitive rates.

Savings for Companies:

- Save up to 50% off audio and web conferencing
- Reduce employee travel time, expenses, and carbon emissions
- Communicate preferred providers and cost information to employees as they reserve conferences
- Take advantage of pre-negotiated discounts
- Increase meeting efficiency and employee collaboration

Convenience for Employees:

- Schedule conferences online, without having to remember access codes
- Invite attendees directly from your address book, and have reservation details automatically inserted into your calendar
- Increase your productivity and collaborate more effectively with customers and colleagues

Conferencing
Save time. Deliver your presentation on the web.

Schedule a Conference | Instant Conference

1 Set up your conference * Required

Conference name or subject *

Web Conference participant password [What's this?](#)

Start date * 7/1/11 | Start time * 1:45 pm PDT

Conference duration * 1:00
Hours Minutes

2 Invite guests

Invitation email addresses [Address Book](#)

Separate emails with a semi-colon or comma, or enter one per line.
 Save new contacts to Address Book

Message or conference agenda

Invitation includes conference instructions and dial-in details.
Invitation Responses
You can choose to receive email alerts when guests respond to your Conferencing invitation

Alert me: For all Conferencing reservations

Send my email alert to: yoni.meron@reardenco

3 Choose your service

Web and Audio Conference
Connect groups with a Web Conference and a group call-in number.

Web Conference only
For Web Conferences not requiring call-in number, for example, when you plan to call guests directly at their desks.

Audio Conference only
Connect groups via telephone without a Web Conference presentation.

4 Manage Your WebEx Account

To schedule a WebEx meeting, you must link to an existing WebEx account or create a new one.

WebEx account options
 Create a new WebEx account for me
 Link to an existing WebEx account

5 Enter dial-in details

Enter your dial-in numbers and passcodes. For more information, contact your company's Audio Conferencing manager.

Dial-in numbers *

Toll-free dial-in number | Direct dial-in number