

data sheet

Saba Centra for eMeetings

The ability to communicate and collaborate on a continual basis is critical to business success. But today's crowded schedules and far-flung employees can make in-person meetings difficult to bring together.

Over-the-cubicle-walls conversations and impromptu, water cooler meetings — so valuable for making quick decisions, swapping key information and sharing tips and techniques — are things of the past in many organizations.

External meetings that require travel — sales calls, partner briefings, product demos — are under increasing financial scrutiny. Meanwhile, getting together — for decision-making, information sharing, knowledge transfer and sales opportunities — does not lessen in importance. In fact, given the pace of change in today's world, meetings are more important than ever before.

Saba Centra for eMeetings helps people get together, across the building or around the globe — live, in real time — to share valuable knowledge and information.

- All the advantages of in-person meetings, without the expense and hassle of getting to them
- Hold high-productivity, secure team meetings, product demos and partner briefings



Saba Centra for eMeetings replicates the dynamic interaction of live meetings.

- Self-service and easy-to-use, for both formal and informal meetings — no need to involve IT
- Just-in-time setup expedites just-when-you-need-them, ad hoc meetings
- No special technical requirements: just a PC, a Web browser and an Internet connection

Saba Centra for eMeetings supports and streamlines the entire process of organizing and holding online meetings — before, during and after the live online session.

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for eMeetings

Before — Saba Centra Where You Work enables integration with instant messaging, e-mail, calendaring and Microsoft Office® applications. This makes it easy for employees to schedule and attend online meetings with the tools they already use — facilitating user adoption and streamlining meeting planning.

And because Saba Centra for eMeetings is so simple and cost-effective for anyone to use, employees are more likely to employ it for the informal, knowledge-sharing meetings that are so critical to your organization's competitive advantage.

During — The Saba Centra for eMeetings interface replicates the dynamic interaction of on-site meetings with integrated audio and video conferencing, application sharing with mark-up, animated PowerPoint® slides, real-time feedback, whiteboards, instant surveys and text chat. eMeetings can be recorded, letting people catch up with meetings they missed. Important information is preserved — not “lost” on rolled-up flip charts, yellow pads or erased whiteboards.

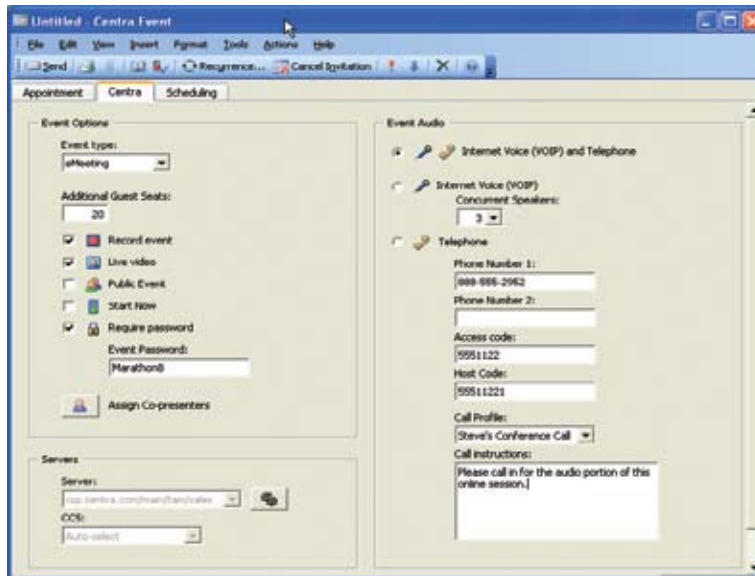
After — After eMeetings, recordings, minutes and reference material can be stored in the Saba Centra Knowledge Center — making it easy for those who didn't attend to review the meeting outcome. With advanced features for login, content and event security, Saba Centra online meetings are fully

secure. Saba Centra offers SSL encryption for all communications, content and login around your online meeting. Saba Centra storage options let you determine whether, where and how content is stored. Confidential meetings can be kept just that. Meetings can also be password-protected and designated as “private/unlisted.”

And Saba Centra is a cost-effective, all-in-one solution for your overall

online learning and collaboration needs, with options that make it flexible enough to handle all of your virtual class and Web seminar requirements.

Saba Centra is available under a number of different deployment options: on-premise, behind-the-firewall installation; full-featured on-demand service; and outsourced hosting. Flexible pricing options for corporate and academic educators include perpetual-use licensing, subscription and enterprise volume plans.



Saba Centra's integration with Outlook streamlines your meeting planning and access to meetings by enabling you to schedule and attend meetings directly from Outlook's Mail and Calendar.

Saba Centra for eMeetings Features

<i>BEFORE — self-service, direct from the desktop</i>	
Easy to Use	<ul style="list-style-type: none"> • Users easily create their own meetings and invite participants • No training required, no planning lead-time, no need to involve IT
Desktop Integration	<ul style="list-style-type: none"> • Schedule meetings with familiar applications like Microsoft Outlook using your own address book • Initiate a meeting with ease from Microsoft Office applications to collaborate on spreadsheets, documents and more • Invite people to an in-progress meeting using Microsoft Instant Messenger • Start a real-time meeting from the Saba Centra Now desktop shortcut — your personal virtual office • One-click attendance from an e-mail, calendar or Microsoft Instant Message invitation
Localization	<ul style="list-style-type: none"> • Participants can individually choose their user interfaces in up to nine supported languages
Easy Setup	<ul style="list-style-type: none"> • Set up meetings to use full-duplex integrated voice-over-IP, teleconferencing, or both
<i>DURING — keep eMeetings lively and engaging</i>	
Meeting Choreography	<ul style="list-style-type: none"> • Keep meetings running smoothly, using the “people panel” to view participant names, raised hands and poll responses
Real-Time Interactivity	<ul style="list-style-type: none"> • Encourage team collaboration through yes/no polling, instant surveys, laughter/applause, and public/private text chat • Interactive whiteboards and notes are saved for reuse
Just-in-Time PowerPoint Import	<ul style="list-style-type: none"> • Import slides into a Saba Centra meeting before or during the session • Keep things lively with animation • Mark-up the slides in session; notes are automatically saved for later review
Share Applications	<ul style="list-style-type: none"> • Show demos with full-screen live application sharing with mark-up and “snapshots” that save notes for review and reuse
Share the Floor	<ul style="list-style-type: none"> • Promote any participant to co-presenter status — with full access to the leader tools — on the fly
Unified Conferencing	<ul style="list-style-type: none"> • Choose free, integrated, full duplex voice-over-IP conferencing or your preferred teleconferencing service • Mixed audio mode lets participants attend using either option; all audio is recorded
Video Conferencing	<ul style="list-style-type: none"> • Integrate multipoint video into the meeting, switching from person to person as each one speaks
Universal Connectivity	<ul style="list-style-type: none"> • Reach more users — attendees need only a 28.8 kbps connection to participate • Superior reach and universal access through firewalls and proxy servers
File Transfer	<ul style="list-style-type: none"> • Share files while in a meeting using just-in-time file transfer tool
<i>AFTER — never miss an eMeeting</i>	
Record and Playback	<ul style="list-style-type: none"> • Record meetings automatically for future playback • Edit native recordings (insert or delete indexed points) to streamline and update content
Follow-Up	<ul style="list-style-type: none"> • Automatically e-mail out minutes and a link to the meeting recording
Saba Centra Knowledge Center Integration	<ul style="list-style-type: none"> • Make meeting recordings and materials — agendas, minutes, reference material — easily available to attendees and others, by storing them in the optional Saba Centra Knowledge Center

