



## Video & Web Conferencing for *ALL* of us



[MegaMeeting.co.uk](http://MegaMeeting.co.uk)

### Here are the important business goals that can apply to your business

1. Reducing travel time, costs and security concerns
2. Speeding sales and product development cycle times
3. Improving the quality of communications
4. Speeding the delivery of training and coaching
5. Improving overall quality of staff meetings

### Here's how Video Conferencing saves time compared to typical business trips:

Here are the tasks	with a business trip	with a video conference
Make bookings for flights, hotels, rental car, etc.	1 hour	0 hours
Schedule the meeting with participants and book the meeting room.	1	1
Prepare materials for meeting	1	1
Drive to airport	1	0
Check in and pre-flight waiting	2	0
Flight time to meeting	3	0
Drive from airport to meeting	1	0
Waiting for the meeting to start	1	0
Meeting duration	4	4
Drive from meeting to airport	1	0
Check in and pre-flight waiting	2	0
Flight time from meeting	3	0
Drive from airport	1	0
Recovery for trip and jet lag	2	0
Follow up from meeting	2	2
<b>TOTAL</b>	<b>26 hours</b>	<b>8 hours</b>

Summary: Typically the time savings are 18 hours per person who is in the meeting.

The number of meetings per month are \_\_\_\_\_?

The number of people travelling to each meeting in your organisation are \_\_\_\_\_?

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