ReadyTalk Conferencing: Plan | Meet | Share

ReadyTalk

Want to schedule and host a polished audio or web conference? ReadyTalk delivers comprehensive pre-meeting, in-meeting and post-meeting tools to help make your event a success. And the best part—all of these features are included with ReadyTalk's affordable web conferencing and audio conferencing services.

Conferencing that Includes Everything

ReadyTalk's tools are designed so that meetings, sales demos, training sessions and webinars are easy to schedule and conduct. Unlike other web and audio conferencing services, ReadyTalk doesn't make you pick-and-choose features or the way you use them. ReadyTalk gives you access to a full-featured tool set, allowing you to design the experience that's right for your meeting or event. No need to upgrade or change packages; you get it all at one affordable price.

Plan Your Conference

ReadyTalk provides a wealth of pre-meeting tools to help you set-up, customize and promote webinars or audio conferences in minutes.

Scheduling	Start an on-demand meeting anytime or schedule an audio conference or webinar in minutes.
Branding	Upload your company logo or a custom image to brand all event emails and web pages.
Registration	Create a custom registration form that captures participant data that is important to your organization.
Confirmations	Automatically confirm all registrants or manually review and confirm each registrant for added security.
Reminders	Schedule an automated reminder email for the day before or the morning of your event.
Invitations	Customize your email invitation, build an invitee list, click "send" and the invitations are on the way.
Marketing Campaigns	Create unique campaign URLs and measure the effectiveness of your event marketing efforts.
Social Media	Easily promote your upcoming meetings and events through integration with Facebook and Twitter.

ReadyTalk Offers a Full Range of Conferencing Services

– Audio Conferencing

– Web Conferencing

– Pre- and Post-Meeting Tools

– Recording & Archiving

– Event Services

Contact sales@readytalk.com or 800.843.9166 to learn how ReadyTalk can save you time and money with conferencing services.

Manage Your Conference

ReadyTalk's simple interface and comprehensive in-meeting tools make it easy to manage and record your live conference, share content and engage your audience.

Easy Access	A Flash-based player makes entering a web conference quick and easy. Superior platform (Windows, Mac, Linux) and browser (Internet Explorer, Safari, Firefox) support and an alternative participant application means everyone can join.
Integrated Audio	Choose the audio option that's right for your conference – on-demand, operator-assisted or broadcast audio.
Manage Audio Participants	Manage conference audio through the phone keypad or web interface. Dial out, mute and un-mute, lock audio, get assistance and more.
Share Apps/ Desktop	Share one or more applications or your entire desktop with your audience.
Appoint Co-Presenters	Easily elevate a participant to a co-presenter so they can share their slides, applications or desktop, view participants, chat and more.
Grant Control	Collaborate by granting control of applications or your desktop to a participant or co-presenter.
Invite Participants	Instantly send an email inviting others to join a meeting from within the conference interface.
Raise Hand	Participants can indicate they have a question by clicking raise hand.
Present Slides	Quickly upload and display slide presentations. Slide thumbnails can easily be moved for on-the-fly reordering during a meeting.
Polling	Engage the audience by conducting a poll. Display responses or keep them private. Access a results summary and responses by individual.
Chat	Chat privately with co-presenters, one-on-one with participants or broadcast a message to everyone. Use chat to manage Q&A.
Annotation Tools	Draw attention to key messages in the presentation with a variety of markup tools.
Recording	Record an audio-only call or an integrated audio and web conference with the phone keypad or by clicking a button in the web interface.
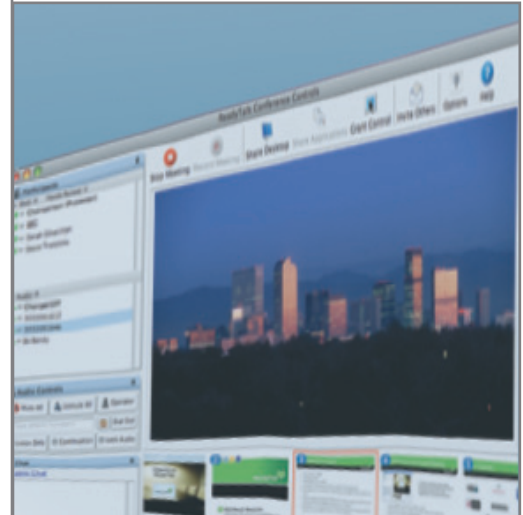
Follow Up and Share Content

ReadyTalk offers robust post-meeting features for following up with your audience, reporting on key metrics and leveraging your recorded content after the live event.

Post-Meeting Surveys	Capture feedback with a custom post-meeting survey or send attendees to the URL of your choice.
Post-Event Emails	Customize and send follow-up emails to reach attendees and no-shows to keep the conversation going.
Meeting Archive Pages	Create a custom meeting archive page to make your recording and other documents available after the conference.
Reporting	Tap into key data and measure success with easy access to an extensive set of conference reports.
Download Recordings	Download a variety of industry-standard file formats (.mp3, Flash, .wav and .mp4) so you can edit and share recordings as you wish.
Affordable Archiving	Enjoy unlimited playbacks plus access to a wealth of additional features for managing and sharing your recorded content.
Media Player	Simply share the playback link or embed recordings directly into blogs, social media sites or your company website.
Social Media	Automatically embed recordings on Facebook or share playback links on Twitter.
Podcasting	Podcasting allows you to publish your recordings for playback on any computer or portable device, including iPhones, iPods or other MP3 players.

Learn More

Contact the ReadyTalk Sales Team at sales@readytalk.com or 800.843.9166 to learn how ReadyTalk's comprehensive pre-meeting, in-meeting and post-meeting tools can help make your next audio conference or webinar a success.

About ReadyTalk

ReadyTalk is committed to helping customers conduct successful audio and web conferences of all sizes – from small, ad hoc meetings to large, formal events. Visit www.readytalk.com to learn more about our full range of technology and services including:
Audio Conferencing / Web Conferencing / Event Services / Recording and Archiving