

Conference Center

What if you could conduct a meeting with people across the country without ever leaving your desk?

Imagine if you could launch a new product around the globe in one day? Train new hires or hold an all hands meeting simultaneously in every one of your offices? You can do all this and more, in groups of two or 2500, with Microsoft® Office Live Meeting.

Live Meeting is a hosted web conferencing service that allows you to communicate and collaborate with anyone, anywhere with just a PC, an internet connection, and a telephone. From small collaborative meetings to large scale presentations with thousands of people, Live Meeting is the perfect solution for all of your online meeting needs.

With rich interactivity and the ability to show and share anything on your desktop, you can conduct effective meetings with anyone in the world while avoiding the cost and all the hassles of business travel. With less time wasted, teams become more productive, make more informed decisions, and resolve issues more quickly. You'll improve retention and conduct more effective meetings than you ever thought possible.

Live Meeting offers the flexibility to choose the level of service matched to your needs. Choose from either the Presenter Edition or Premier Edition.

Presenter Edition

A powerful web conferencing service which offers outstanding functionality and a clear upgrade path.

- **Presentation Tools**
A powerful set of real-time interactive presentation and collaboration tools provide the ability to create and manage content and create a rich interactive environment.
- **Attendance Reporting**
Access complete reports to show you attendance and information for each session you've scheduled, as well as individual responses to polls taken.
- **Application and Desktop Sharing**
Show any application or document on your computer (or the entire desktop) to remote users. Give demonstrations of software products and applications quickly and conveniently.
- **Scheduled and Ad-Hoc Meetings**
Schedule meetings in advance or conduct ad-hoc meetings on the fly, and send email invitations to your remote participants with the meeting details and audio information required to attend.

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Conference Center

Premier Edition

A robust web conferencing service that provides advanced functionality to enhance the experience and flexibility of online meetings. Includes all the features of the Presenter Edition plus:

- **Application and Desktop Sharing Remote Control**
In addition to showing any application (or the entire desktop) to your audience, pass control to any of the remote participants.
- **Printing and Handouts**
With the click of a button, attendees can be given permission to download or print a PDF version of your presentation materials.
- **Live Meeting Replay**
Capture everything in your meeting. Audio is also recorded and synchronized with the visuals, then published as a streaming media file for on-demand playback.

System Requirements

Live Meeting conference center system requirements for presenters and audience members.

Windows meeting client

- Microsoft® Windows® 98, NT4 SP6a, 2000 SP3, XP SP1
 - 166 MHz Pentium -based PC
- Microsoft® Internet Explorer 5.01 and higher, or Netscape® 7.x
- Microsoft® PowerPoint® 97, 2000, 2002, 2003 (for presenters)

Browser meeting client

- PC users
 - Microsoft Windows 98, NT4 SP6a, 2000 SP3, XP SP1
 - Microsoft Internet Explorer 5.01 and higher, or Netscape 7.x
 - Sun JVM 1.4 or JVMs preinstalled with the supported browsers
 - Microsoft® PowerPoint® 97, 2000, 2002, 2003 (for presenters)
- Mac users
 - Mac OS X 10.2
 - Internet Explorer 5.x or Safari 1.0
- Solaris users
 - Sun SPARCstation w/Solaris 2.8, Solaris 2.9
 - Netscape 7.x

Memory, bandwidth, and display requirements

- 64 MB RAM
- 56Kb/sec
- 800x600 pixels required (1024x768 recommended)

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