

Rowan Virtual Meeting System Operation & Interface

Michael Ciocco, Neil Toporski, Michael Dorris



Scheduling a Meeting is Simple

The RVM scheduling System is designed to allow users to get up and running in minutes. No tech support or scheduling personnel intervention is required! Schedule now and start the meeting 2 minutes from now. It's that simple.



Joining a Meeting is Even Easier

With the RVM System, your attendees can log on 10 minutes prior to the start time of the meeting. You (the moderator) can log on 30 minutes before the meeting to organize your slides and information. Login is fast and easy with each user no more than 2 clicks away from starting the meeting.



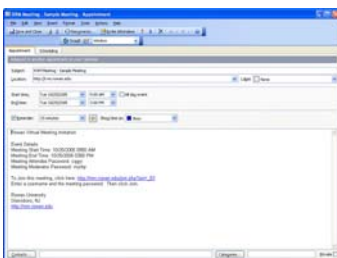
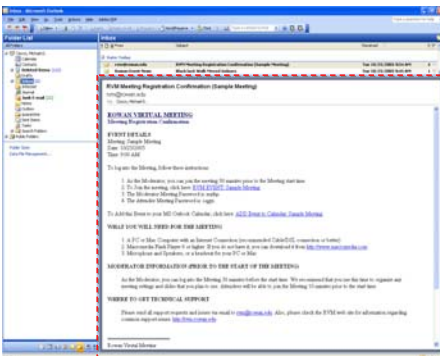
- Login with your user account
- Provide a meeting title, desired start/end date & times
- Active Calendar system makes selecting a date fast and easy
- Input emails of your expected attendees to automatically send out meeting notifications, information, and login instructions via automatically generated emails.



- All sessions for the present date are listed on the main page of the RVM system
- Users need only click on the appropriate session to begin the login process
- Users can enter the username of their choice and the designated session password (moderator and attendee passwords will differ)
- Click "Join Now >>" and you're in!

Automatic Emails & User Notification

After scheduling, an email automatically is sent to the RVM System user that scheduled the meeting, and any attendees that the scheduler identified. The automated email contains Meeting Details, Login Instructions & Password, Technical Support Information, and Meeting Moderator Special Instructions (for the Moderator Only)



Integration with MS Outlook

A link right within the RVM Notification email allows Moderators & Attendees using Microsoft Outlook System to Save all the information immediately into their Calendar. (This will also work with most vcal calendar systems)

RVM User Interface

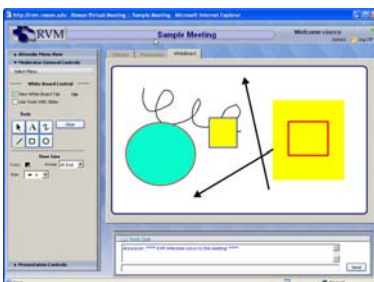
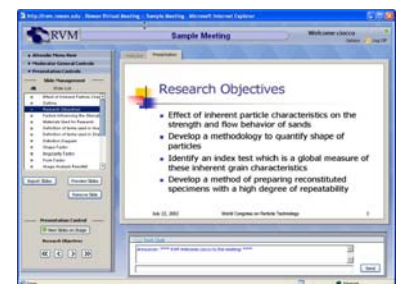


An Intuitive Audio/Visual Environment

The RVM GUI is simple, intuitive, and straight forward. It provides a feature-rich Audio/Visual Environment along with text chat for attendee cross communication. Moderator controls are provided only for the Moderator of the meeting and provide complete flow control over the attendees and the meeting.

Import & Manage Slideshow Presentations

RVM technology allows for the direct import of Power Point Presentations and JPG images for use a slides within the RVM System. Presentation Controls allow the Moderator to Import, Preview, and Remove the slides. The Moderator also controls when the slides are viewable to all users, as well as which slide is currently being presented.



Draw and Annotate on the Whiteboard

Make the leap from text, talk, and slides to real-time collaboration with the RVM Whiteboard and drawing tools. Drawing tools allow you create shapes, lines, arrows, or use the free hand tool to draw whatever you like. RVM Designers plan to have this functionality available for use with the Presentations Controls so Moderators can annotate slides.