

E-Meeting Framework

A Bawtech Solution

Key Points

Content is the main feature that drives 75 per cent of consumers to return to their favorite websites.

Driving Traffic to Your Site
Forrester Research

Content Management and analysis will become necessary components of a successful website.

"The more a customer invests, the greater their stake in a product or service. A customer is going to find it more convenient to remain loyal, than to teach a competitor." The best way to achieve this is through personalised content.
Martha Rogers,
Peppers & Rogers Group

Companies will enhance their website analysis and content management capabilities as Internet commerce becomes an integral component of corporate revenue.

Engineers access personalised product news at Dow Chemical's site 60,000 times per month.
Business Marketing Bypass
Forrester Research

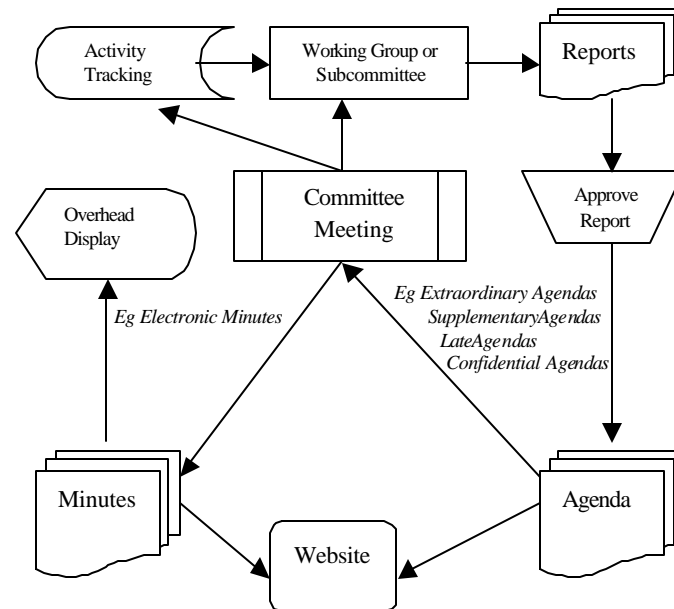
Bawtech Systems has developed an E-Meeting Framework (EMF) tailored to meet the needs of organisations, committees, governments where there is a need to automate the collation of reports, the creation of agendas, the processing of minutes and also the tracking and notifying of sub-committees responsible for allocated tasks.

EMF is a scalable, flexible and fully maintainable solution, which can manage and deliver information in numerous document formats, facili-

tating the expedient delivery of information across an enterprise.

Material published on EMF does not require HTML authoring, allowing users to publish material with familiar programs such as Microsoft Word.

Agenda and minute creation time is minimised with EMF, and allows for web versions being immediately created.



Case Study – Leichardt Council

Bawtech Systems has developed an automated Meeting System for Leichardt Council using the E-Meeting Framework. Tasks which took 34 days can now be reduced to a few hours.

Leichardt Council uses the Meeting System along with the Internet to efficiently publish and transfer information across the organisation's various locations in a simple and user-friendly manner.

Features include: report creation, agenda collation, minutes processing, task and activity monitoring.

Bawtech Systems' EMF can be used for both Internet and Intranet applications and can be hosted at Bawtech or run on a consumers private network.

Key Features

- ✓ Easy-to-use and maintain;
- ✓ Utilizes Microsoft Office;
- ✓ Web Capable;
- ✓ Framework structure;
- ✓ User friendly – do not need HTML or technical skill;
- ✓ Customisable and adaptable;
- ✓ System integratable - into systems including email and time recording applications;
- ✓ Dynamic configuration;
- ✓ Powerful and efficient;
- ✓ Scalable;
- ✓ Economical, low cost technology;
- ✓ Offers high performance;
- ✓ Increase Staff productivity;

Bawtech Systems Pty Ltd
Global Internet Solutions

Sydney:
Suite 1A, Level 2, 802 Pacific Hwy
Gordon NSW
Australia 2072
Telephone +61 2 9487 1834
Facsimile +61 2 9487 1833

International Operations:
Los Angeles, CA - United States
Kuala Lumpur - Malaysia

Email: sales@bawtech.com.au
Internet: www.bawtech.com.au

FEATURES

Structure

The structure of Bawtech Systems' E-Meeting Framework is based on how committees and subcommittees work.

Each *Report*, *Agenda*, and *Minute* can be based on a number of different *Templates*, which can be customized to the way the organization requires.

An *Administrator* who has approval responsibility, maintains each *Report*, after its submission, and adds them to the appropriate *Agenda*. The *Agenda* allows for the *Minutes* layout to be created, making it ready for the Minute taker to enter the discussions, the votes, the motions for each item of the Agenda.

News Capability

- Interface to Internet/Intranet site;
- Notification through email of subcommittee that a report is due.