

# Condeco Meeting Room Booking Software.

## **Remove the friction and complexity of meeting room scheduling.**

No matter where you're working or on what device, our meeting room booking software is the easiest way to bring your people together and make a success of your meetings. Manage your meeting rooms, visitors and services through one solution, and create a workspace that works harder for everyone.

## **Simplify booking with one central solution**

Effortlessly manage meeting room reservations and services in one central system in the Cloud. And if the meeting changes, everything updates in one swift process, saving time and effort.

## **Book meeting rooms on-the-go**

No more walking around the building in search of a space. Instantly book, amend or cancel a meeting room booking on your mobile.

## **Book in your Outlook calendar**

With our Microsoft Outlook add-in, you can book meeting rooms, invite attendees, order catering and create video conferences easily from within your calendar.

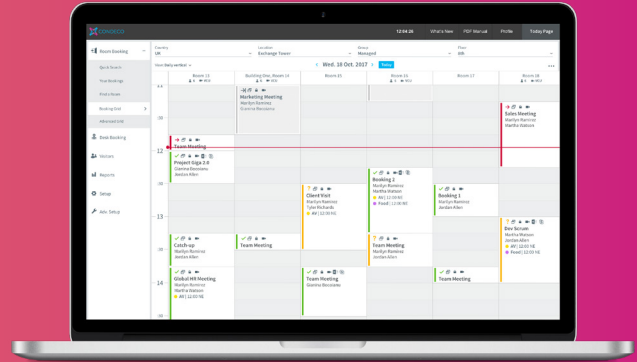
## **Get more out of your workspace**

Our software provides detailed reporting on resource usage, enabling you to make better decisions about your space and manage costs more effectively.



# Simplify your meeting room booking onto one scalable platform.

Our meeting room booking software is designed to help optimize your meeting room space, reduce admin time and introduce smarter booking processes into your workplace. By enabling you to schedule and manage meeting rooms, visitors, hospitality, services and video conferencing in one system, everyone and every meeting room can work together seamlessly.



## Key Features.

### Reservation processes

Set up rooms in three different ways: self-serve, where users can directly book the room; managed, where users can request a specific room; and blind-managed, where users can make a request for a room.

### Booking grid

The booking grid shows the status of the room, bookings, and the schedule of any associated services, such as catering so you can keep everything in view.

### Create, swap, extend, end...

Easily create new bookings, move rooms, extend an overrunning meeting, or swap bookings, making sure everyone is in the right space as things change.

### Work across locations and time zones

Our Advanced Grid enables you to get a view across locations and time zones; ideal for the management of video conferences.

### Mobile app

Our mobile app for iOS and Android lets you quickly search for rooms, and start, end, or extend your bookings.

### Visitor management

Streamline meeting invites, organize visitor passes and notify a host of an arrival with the visitor module.

### Vendor management

Manage your catering and resource requests directly from Condeco, knowing you have the right notice period, cost codes and available stock levels implemented into the system.

### Microsoft Outlook integration

Integrate Microsoft Outlook to book rooms, services, visitors and video conferencing in just a few clicks. Everything you need for your meeting, available right in your existing Outlook calendar.

Learn more and watch a video on our solution at [www.condecosoftware.com/products/meeting-room-booking/](http://www.condecosoftware.com/products/meeting-room-booking/)



### Our Global Presence

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