

ENOTES - COLLABORATIVE WORKSHOPS

FACT SHEET

Exchange ideas instantly during team meetings and brainstorming sessions



enotes, a laptop messaging and voting solution, facilitates real-time interactive communication between groups.

Conferences and workshops typically have limitations in terms of recording the group's collective thoughts and ideas. Our easy-to-use tool enables audiences to work as a team to discuss, type-in and send anonymous feedback.

HOW DOES ENOTES WORK

enotes works like an electronic flipchart, eliminating the need for oversized paper and dry markers. Groups can communicate with the facilitator by sending thoughts, questions and comments directly from laptops (provided by IML), after which it can immediately be reviewed and filtered by your facilitator. Messages are then displayed live to your audience, generating further debate and discussion, allowing participants to steer and shape agendas during your event.

enotes generates interactive communication by combining 2 functions:

- > **Function 1:** instant messaging, enabling groups to submit feedback in their own words.
- > **Function 2:** interactive voting, allowing groups to vote instantly on questions and topics.

THE IDEAL AUDIENCE FEEDBACK SOLUTION

> GREATER CONTROL FOR THE FACILITATOR

Gather and display the most relevant or thought-provoking comments live to the audience, ensuring the session remains focused and constructive. Proceed with the session with the information that is necessary to align the content to the audience's level of knowledge or understanding.

> ENSURE ALL VOICES ARE HEARD

Individuals feel empowered, involved and part of the decision-making process. Because each laptop has a unique identity number, the facilitator knows which group submitted the comment or question. It can also be done anonymously.

> ENCOURAGE TEAMWORK

Used during round-table discussions, enotes creates a collaborative environment, encouraging participants to exchange ideas and opinions within their group.

> VOTE ON KEY ISSUES

Questions, either preplanned or created live in response to comments, can also be sent to laptops for group voting. In addition, IML's *Communicator* keypads can be used to gather individual voting responses.

> ANALYSE OUTCOMES

enotes automatically stores sent messages and votes, providing a valuable record of all discussion outcomes for post-event analysis.

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ENOTES

- > **A SENSIBLE INVESTMENT**
enotes collates voting results electronically, saving you time and money by greatly reducing the high levels of administration caused by manually producing, reading and collating questionnaires. Instant feedback eliminates the need for costly follow-up meetings, as important issues can be dealt with immediately.
- > **VALUABLE DATA COLLECTION**
As all feedback is stored to an electronic database for post-show analysis. Any issues or concerns that could not be addressed at the conference can be dealt with after the event.

WHAT ENOTES USERS HAVE TO SAY

"Our clients were delighted with the capability of the enotes program.

enotes ensured that the real hot topics of the conference were addressed and enabled all 400 delegates the equal opportunity to have their say."

*Kay Purdie, Account Director,
The Event Works*



HOW ENOTES BRINGS YOUR GROUP TOGETHER

STEP 1: SEND MESSAGES



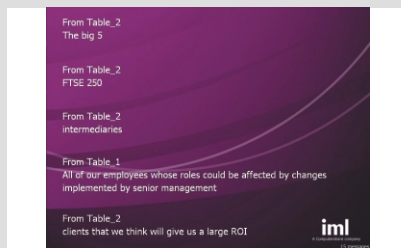
Each group types their comments, ideas and questions into a message box displayed on the laptop screen and clicks on the 'send' button to submit their response. enotes screens can be designed to suit your company branding and meeting requirements.

STEP 2: REVIEW AND EDIT MESSAGES



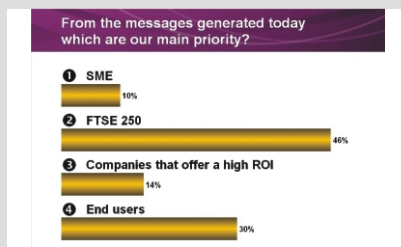
Responses are received by the central laptop where the presenter is able to identify, filter, edit and prioritise the most common or thought-provoking messages, before displaying them live to the audience. This entire process happens in real-time, taking just seconds.

STEP 3: DISPLAY MESSAGES



Selected messages can be displayed live to your audience in real-time. Messages can be anonymous or identified by table number or group name.

STEP 4: VOTE



Groups can vote on topics at any time. A question and several answer options are sent to each laptop, and a virtual keypad image is activated on each laptop screen. The group makes a selection from the available options by clicking on the relevant keypad button. The voting results are automatically collated and displayed on the main screen in a variety of formats enabling participants to see trends as they emerge.

STEP 5: PRESENTATIONS



Various sets of PowerPoint slides and other supporting material can be accessed on the laptops via clickable links, and can be customised per group, enabling groups to work on different subjects simultaneously.

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