



www.azeusconvene.com/nonprofits

Create. Collaborate. Convene.
The Meeting Management Software
of Choice by Nonprofits Worldwide





Prepare, organise, and manage your meetings in one comprehensive purpose-driven solution.

Convene is an award-winning meeting management software that streamlines all meeting processes, from preparation to documentation. By allowing users to annotate documents, join and hold meetings, and track actions on any device from any location, Convene is able to provide executives easy and secure access to their board papers, while giving administrators an efficient solution to prepare and manage board meetings.

Convene is designed to be your partner in pursuing your advocacy. Equipped with easy-to-use tools, tight security features, and cross-platform compatibility, Convene lets you proactively make decisions and cut down meeting management time by as much as 90%.

Benefits

Streamline decision-making

Using our unified meeting management tool, executives can easily make key decisions anytime, anywhere.

Promote better board governance

Create a more collaborative culture to ensure good governance driven by transparency and accountability.

Efficient and productive meetings

Reduce time and effort spent in preparing for and attending meetings to free up your resources.

Cut down unnecessary expenses

Save money and paper, allocating resources to value-adding projects instead.

Eliminate waste in the workplace

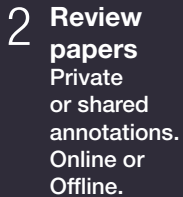
Achieve your sustainability targets, improve your corporate social responsibility efforts, and reduce your organisation's carbon footprint simply by going paperless.



Make all your meetings smart, simple and secure



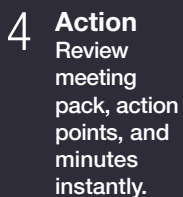
- 1 Prepare Meeting**
Drag & drop files to create agenda.
Publish-to-all with 1 click.



- 2 Review papers**
Private or shared annotations.
Online or Offline.



- 3 Meeting**
Present, collaborate, and share on any device.



- 4 Action**
Review meeting pack, action points, and minutes instantly.

Product Features

Effortless Meeting Preparation

Cut down on time and minimise inefficiencies as you plan and prepare meeting packs with Convene's easy-to-use administrator portal.

- Drag and drop documents to an agenda
- Invite participants at the click of a button
- Schedule a one time or recurring meeting

Real-time Updates and Notifications

Automatically send out notifications for any announcements or changes in meeting packs.

- Send meeting invitations and document revisions instantly
- Notify meeting participants of any changes via email
- Eliminate the need for re-printing and re-distributing updated board packs

Powerful Meeting Tools

Convene anywhere at any time and on any device, whether online or offline.

- Start meetings even with members who are on-the-go
- Download the latest meeting updates instantly and conveniently
- Experience meetings seamlessly across all platforms, whether it be on iPad, Mac, Android, or Windows devices

Action Tracking

Assign, monitor, and follow-up actions to ensure that things get done on time.

- Assign tasks to specific people before, during, or after the meeting
- Send follow-up reminders for pending tasks
- Mark and update action items as they are completed

Secure Document Storage

Confidentiality is guaranteed as you store information and distribute these to the members of your board.

- Store and review past meetings
- Download annotations on meeting documents
- Send meeting summary and meeting pack via email
- Control access and permissions for all uploaded

Smart. Simple. Secure.

Convene - Your Partner in Pursuing Your Advocacy



“Our goals have been achieved and exceeded. I reviewed all other board portals as part of the process, and most are far too expensive for a small not-for-profit to purchase. Governance and compliance are huge issues within all organisations and Convene allowed us to balance this objective. The board meetings are more efficient and have enabled us to hold more teleconferences, run the quick meeting, and get decisions from the directors in between the regular meetings.”

Brian Halse

Chief Executive Officer, ChemCert Training Group, Australia



“It used to be a full day’s work to prepare and mail out the board papers. Now I just open up Convene and drag everything over. Our subsidiary boards, Committees and Directors also use Convene for their meetings now. If anyone else is thinking of using board meeting software I’d say definitely have a look at Convene. We looked at other apps but they were more expensive and couldn’t compare with Convene in terms of ease of use or features.”

Danielle Moore

Director’s Secretary, South Yorkshire Housing Association, UK

Book your free demo, set up a trial, or request a quotation today.

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Approved Supplier
Prequalification Scheme:
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ICT Procurement



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