Experience Convene

The Board Management Software
that's Smart, Simple, and Secure

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Better meetings, smarter decisions.

Convene is a multi-awarded board management software that streamlines your meeting process from start to finish. Designed to be a powerful collaboration tool, Convene was built with ease-of-use, flexibility, and end-to-end security in mind for corporate secretaries and directors to access papers across all platforms.

Guided by a strong insight into the leadership and governance needs of organizations, and with the backing of its innovative and highly-trained development team, Convene promotes active collaboration, accountability, and transparency through its powerful features and functions.

Convene is trusted by clients from Fortune 500, and FTSE 100 companies, governments, financial institutions, and nonprofits in over 100 countries. Convene has helped thousands of executives perform their duties more efficiently and effectively—resulting in better meetings and smarter decisions.

Benefits of Convene

Boost Collaboration and Productivity

Reduce time and effort spent in preparing for meetings — freeing up resources and allocating them to more value-adding projects instead.

Increase Workplace Efficiency

As a paperless solution, Convene can simplify your meeting processes while helping you achieve sustainability targets.
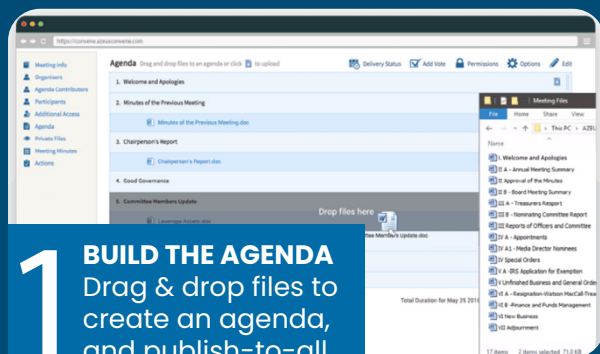
Streamline Decision-Making Process

Using Convene's comprehensive meeting management tool, executives can easily collaborate in real-time and make informed decisions anytime, anywhere.
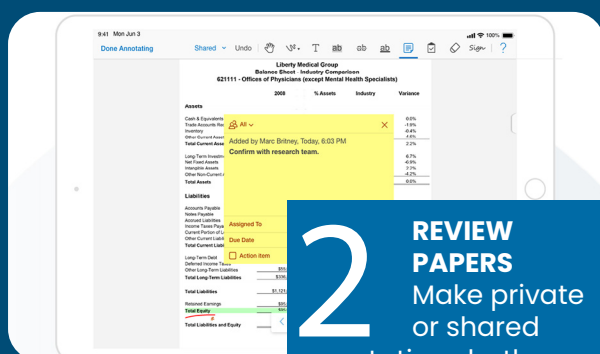
Build Trust and Confidence

Promote transparency and accountability by monitoring and tracking action points and keeping pertinent documents in a secure repository.
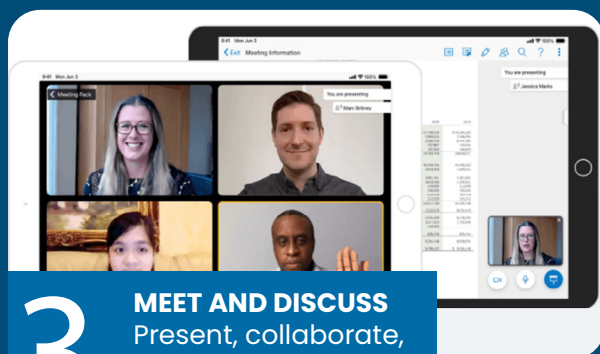
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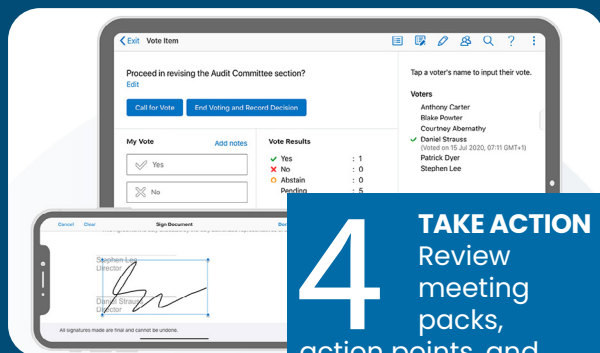# Make all your meetings smart, simple, and secure.

1 BUILD THE AGENDA
Drag & drop files to create an agenda, and publish-to-all with one click.

2 REVIEW PAPERS
Make private or shared annotations both online or offline.

3 MEET AND DISCUSS
Present, collaborate, and share notes on any device.

4 TAKE ACTION
Review meeting packs, action points, and minutes instantly.

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PRODUCT FEATURES

Full-System Ownership
Convene gives its clients full ownership of their systems, granting administrators total control in managing users & groups and accesses & permissions without the need to undergo any change request process. With Convene's permission-based settings, confidential board materials and documents are safeguarded at all times.

Powerful Meeting and Presentation Tools
Enhance collective boardroom performance, collaboration, and productivity with live meeting tools such as Shared Annotations, Laser Pointer Tool, Page Synchronisation, and Integrated Video Conferencing.

Voting and Approval Workflows
Easily record votes for resolutions during meetings and initiate document approvals for the board through the platform's Review Rooms.

Action Items and Audit Trail
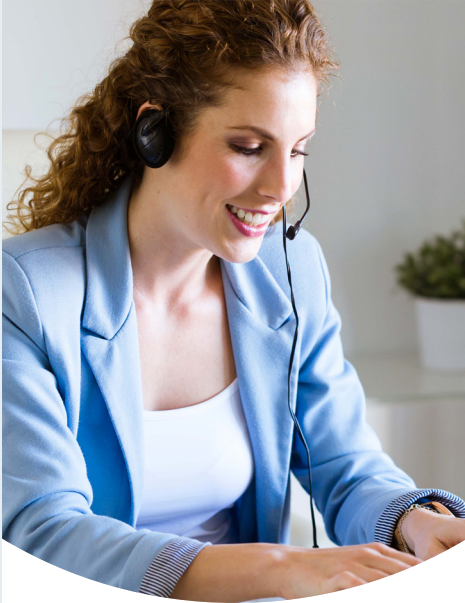Monitor deliverables and activities at any level within the application and admin portal — promoting a culture of transparency and accountability.

User-Friendly and Intuitive Interface
Engineered to be extremely easy and intuitive to use for both directors and secretaries, users can learn how to use the tools and functions of Convene in as fast as 30 minutes. When needed, unlimited training and 24/7/365 global support are available.

Multi-Platform Capability
Access Convene through any platform or device of your choosing, whether it may be iOS, Android, Mac, Windows, or through a Web Browser.

Global Support

Convene's team of highly trained Product Support Specialists are passionate about and dedicated to providing enterprise-level service and support to clients wherever they are and whenever they need it. Convene's global support center operates 24/7, 365 days a year to serve clients in over 100 countries worldwide.

- Live Product Support Specialists respond via phone call, email, or chat within seconds
- Zero queue rates for calls and chats
- Timely and accurate responses within a single call
- 98% first call resolution rate
- Tailor-fit responses and resolutions
- Ticket monitoring system to manage support queries

Top-Notch Security

With the highest security standards recognized by the industry, Convene supports board confidentiality and regulatory compliance policies to help organizations build trust and confidence. Convene also leverages the latest technology to help customers face threats at all attack surfaces, ensuring the security, availability and integrity of the system.

Full-System Ownership
- Account Management and Role-based Access Control
- User Logs and Activities
- Password Policies
- Session Timeout and Sign-in Retries
- Secure User Authentication
- User ID and Password
- Touch ID
- Active Directory Integration*
- Multi-Factor Authentication**

*Lightweight Access Directory Protocol (LDAP) or Active Directory Federation Services (ADFS)

**One-time Pin (OTP), Device Registration

Document Security
- Password Protection, Copy Restrictions, and Watermarks
- Scheduled Document Archival and Disposal
- Multi-Level Encryption

Data at Rest	Data in Transit
• AES 256-bit encryption • Three-tier key management	• 2048-bit Transport Layer Security (TLS)

Device Security
- On-the-fly Decryption Model
- Remote Data Wipe and Automatic Purge

Integrations

Convene has partnered up with the leading provider of cloud services in the industry, Amazon Web Services (AWS), to guarantee that client data is protected on all levels. AWS has a "Protected Level" status under ASD IRAP Certification.

- AICPA (SOC 1/2/3) compliant and ISO 9001, 27001, 27017, and 27018-certified hosting facilities
- Exclusive, single-tenanted environment
- 24/7 Intrusion Detection and Prevention Systems
- Firewalls, AWS Guard Duty
- Daily automated backups
- Multiple availability zones
- Internal security testing and external penetration testing
- AWS vulnerability scans

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Features

Meeting Management and Collaboration

📅 Pre-Meeting Management
- Schedule and publish one- or multi-day meetings
- Build the agenda via drag-and-drop
- Circulate meeting packs and last-minute amendments in one click
- Monitor agenda delivery status
- Send and receive meeting notifications
- Create Private or Shared Annotations online or offline

📋 Meeting Presentation
- Conduct remote meetings
- Present, vote, and collaborate in real-time and on any device
- Use live meeting tools such as Shared Annotations, Laser Pointer Tool, and Page Synchronisation
- Navigate through the board pack by agenda item or page thumbnail
- Take meeting minutes and notes easily

📄 Post-Meeting Management
- Send Meeting Summary instantly via email
- Export meeting pack as PDF for distribution and record-keeping
- Generate minutes instantly using a custom template
- Review meeting packs and minutes
- Track and monitor action points

🗂 Powerful Collaboration Tools
- Document Library
- Voting
- Resolutions
- Review Room
- Announcements
- E-Signature

Government-Approved Security Features

👤 User Accounts, Document, and System Security Preferences
- Role-Based Access Control
- User Logs and Activities
- Account and Password Policies
- Session Timeout and Sign-in Retry Limits
- Multi-Level User and Document Encryption*
- Document Watermark

🔒 Device Security
- On-the-fly Decryption Model
- Remote Data Wipe and Automatic Purge

👆 Secure User Authentication
- Touch ID
- Active Directory Integration**
- Multi-Factor Authentication***

Hosting Options

🏛 Cloud (Hosted)

Amazon Web Services
- IRAP Certified (Protected Level)
- AICPA (SOC 1/2/3) compliant and ISO 9001, 27001, 27017, and 27018-certified hosting facilities
- Data Segregation
- Multiple Availability Zones
- 24/7 Intrusion Detection System (IDS) and Intrusion Prevention System (IPS)
- Back-up and Recovery

🗄 On-Premise (Self-Hosted)
- Access Directory Protocol (LDAP) or Active Directory Federation Services (ADFS)

* Data at rest is protected with AES 256-bit encryption while data in transit is protected with 2048-bit Transport Layer Security and RSA 2048-bit encryption
** Access Directory Protocol (LDAP) or Active Directory Federation Services (ADFS)
*** One-time Pin (OTP), Device Registration

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How have our clients' meetings improved with Convene?

"Convene is very easy to use as an administrator and user. It is very intuitive and I've not had any negative comments from users despite their initial resistance to paperless meetings. Some are keen to extend use within their own departments. It compares very well with other more expensive software and is very good value for money."

Kathryn Lanning
Governance Officer,
English Heritage

"With its highly efficient board portal for iPad, Android, Windows and Mac, Convene is a clear winner, offering great value for comprehensive features, such as ADFS, intuitive design and stringent security."

Thayne Shaffer
Senior Vice President and Controller,
America First Credit Union

Top organizations have convened and experienced the difference.

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Schedule a demo or book your free trial today!

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