ConforMeeting : Overview

Encourages active discussion in remote meetings, improves the quality of discussions and accelerates decision-making, and increases efficiency in the management of meetings

This paperless meeting system offers features especially suited for the following types of meetings:
- **Top management meetings (board meetings, branch manager meetings, review board meetings)**
- **Group meetings, document- and report-based meetings, secretariat-led meetings, meetings held at other business sites, and others**

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ConforMeeting : Overview (Main features)

POINT 1 — Meetings are run by the secretariat ensuring that even remote meetings can proceed without disruption

Secretariat-controlled progression of agenda items ensures that meetings run on schedule.

POINT 2 — Participants can read the materials in advance and write comments
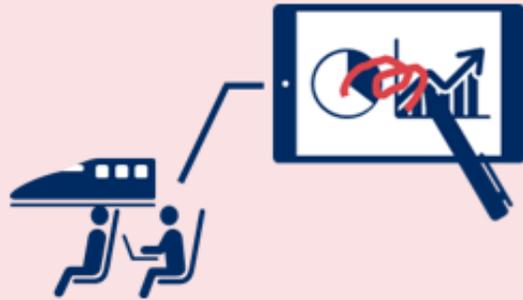
Allowing participants to review the issues and enter questions in advance encourages more in-depth discussions.

POINT 3 — Participants can view individual comments and other documents during the meeting in asynchronous mode

Allowing participants to read ahead on the materials page promotes comprehension and reviewing previous materials for accurate information helps stimulate discussions.

POINT 4 — Participants can view materials and notes during and after the meeting with the cabinet feature

Materials are encrypted on a server and centrally managed.

Reduce the risk of information leakage due to transmission errors or mismanagement.

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ConforMeeting : Environmental Assessment (Model case)

Before

Situation during the meeting
- **Meeting materials need to be prepared, and collected and disposed of after the meeting**

- **Updated materials must be distributed on the day of the meeting**

- **The time required to operate a PC differs depending on individual skill level**

Head office meeting room

Paper-based meeting

Tasks of secretariat (Conference setup and printing of materials, etc.)

Transfer from other offices

Office

Submit and revise meeting materials
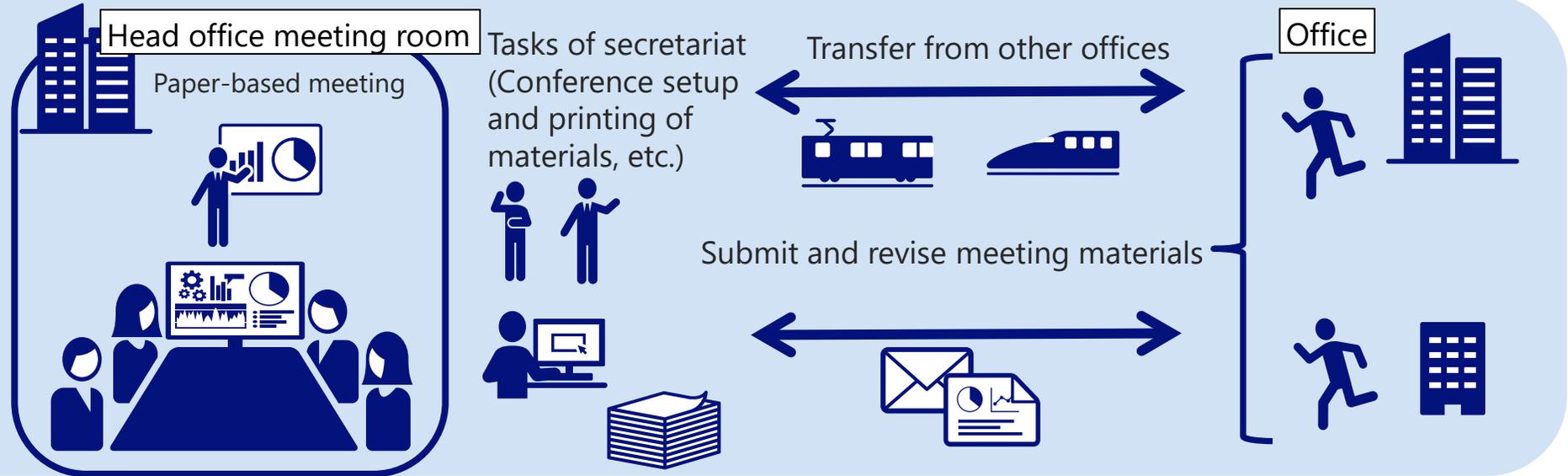
After

Situation during the meeting
- **The length and number of meetings can be reduced through secretariat-led meetings**

- **Materials can be viewed in advance and attendees can write comments
    Other materials can also be viewed**

- **Paper use and travel time can be cut down**

Head office meeting room

Paperless meeting

Attend meetings remotely

Web and video conferencing ✕ ConforMeeting

Materials are managed centrally in the system

Office

From home, or other location

Reduction in workload of secretariat

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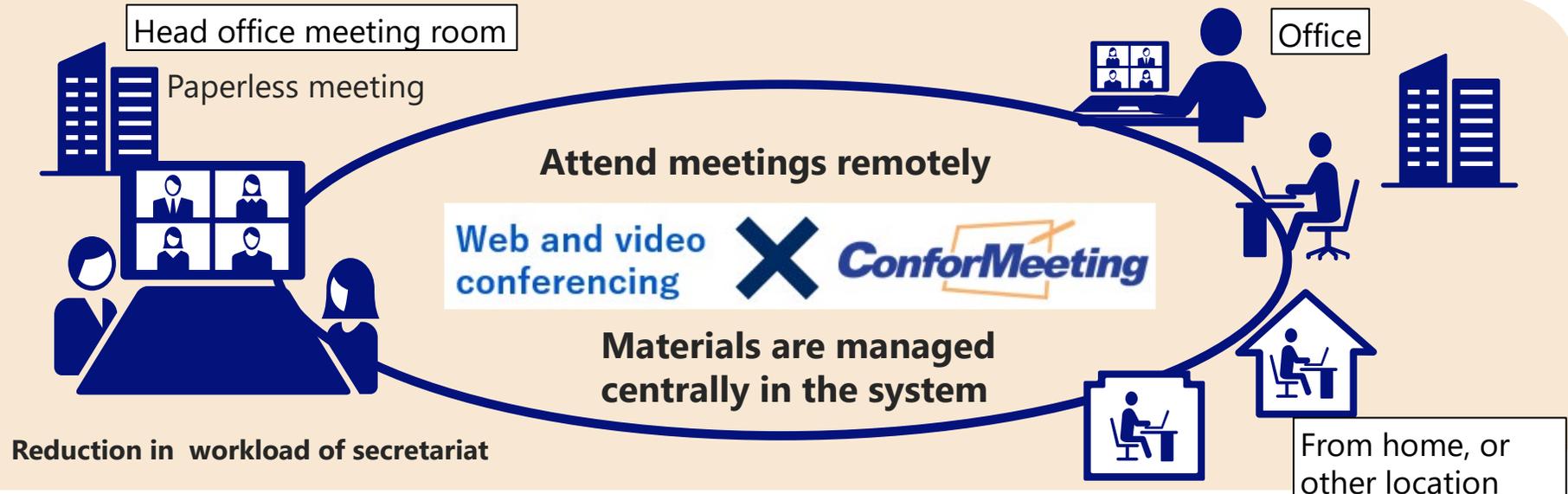
ConforMeeting : Environmental Assessment (Percentage of CO_2 emissions reduced)

◆ ConforMeeting is expected to reduce workload due to the reduction of paper and printing associated with paperless systems, as well as operational man-hours due to reduced meeting preparation, control of agenda items, and other factors.

59% reduction

Legend:
- Use of device
- Use of paper
- Storage of things
- Use of network

y-axis: CO2 emissions rate (%)

Before deployment | After deployment
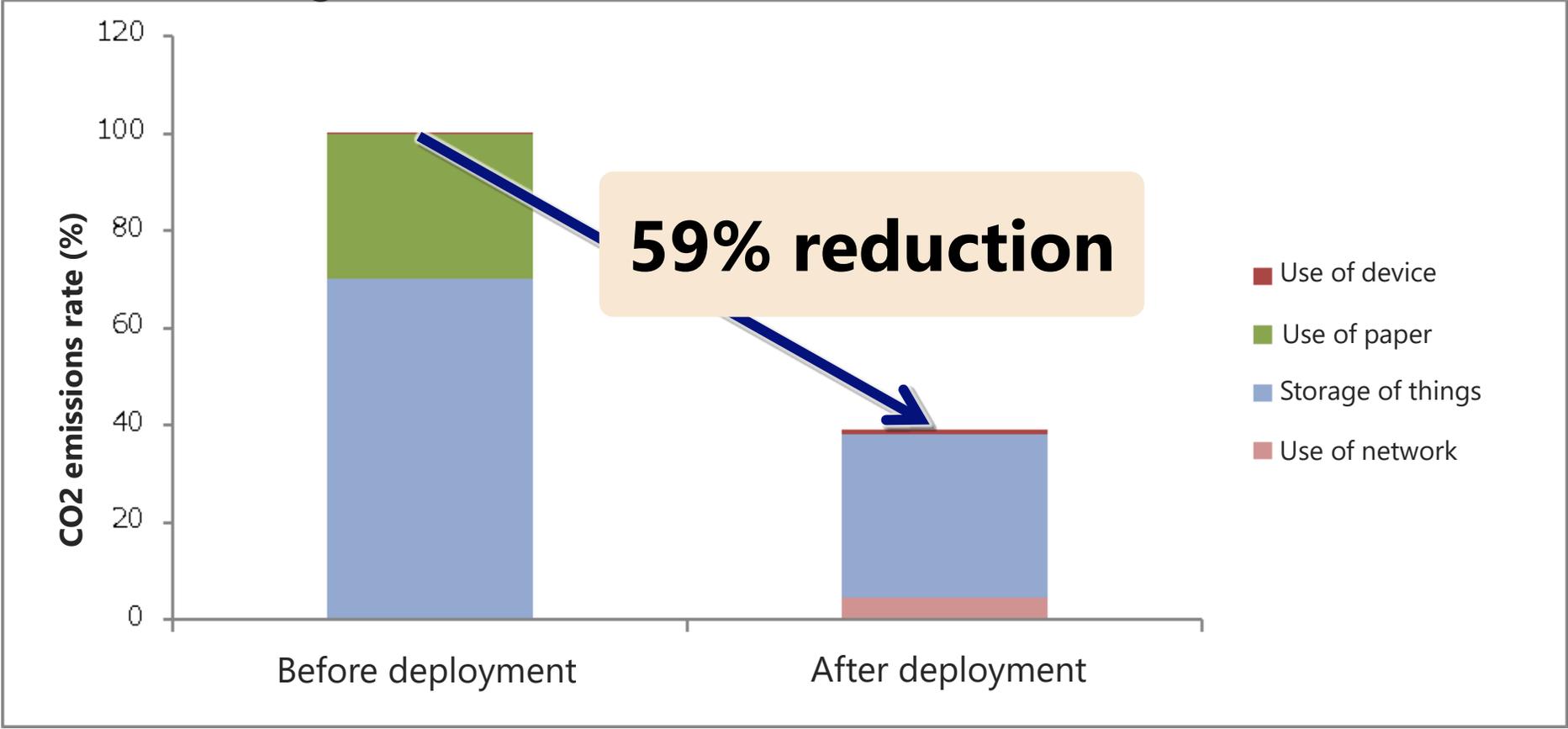
Note: Web and video conferencing are outside the scope of the evaluation.

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