

Our RSVP invitation feature is revolutionizing how meetings are set up. At a glance, you know whether your invitees have opened your email invitation, accepted it, declined or are undecided.

This powerful tool is designed to:

- Save you time and effort in gathering meeting participants.
- Ensure conferencing instructions are complete and accurate.
- Help you manage the responses to your meeting invitations.
- Facilitate communications with your attendee list.

1. INTRODUCTION AND OVERVIEW.	2
2. SENDING THE INVITATION.	2
2.1. Room selection.	2
2.2. Host and Venue.....	3
2.3. Date, Time and Time Zone.....	3
2.4. Coordinator.....	3
2.5. Attendees' Email Addresses.....	3
2.6. Meeting Notes.....	3
3. PREVIEW, EDIT AND SEND INVITATION.	4
4. A LOOK AT THE INVITATION SENT	4
4.1. Salutation – From, To and Subject.....	4
4.2. Body of the Invitation and RSVP Buttons.....	4
4.3. Conferencing Instructions.....	5
4.4. Invitation copy sent to Coordinator and Room Owner (Host).....	5
5. RSVP SENT BY THE ATTENDEES	6
6. RSVP NOTICE BACK TO HOST AND COORDINATOR	6
7. TRACKING RESPONSES – THE INVITATION REVIEW PAGE	6
7.1. Invitation review page.....	6
7.2. Invitation Details.....	7
7.3. Response Table.....	7
7.3.1. Corresponding with an Individual Attendee.....	8
7.3.2. Send a Copy of the Invitation to Additional Attendees.....	8
7.3.3. Send a Revised Invitation.....	8
7.3.4. Send a Cancellation Notice.....	8
7.3.5. Send an Email to the Attendee List.....	8
8. REVIEWING THE INVITATION LIST.	8

1. INTRODUCTION AND OVERVIEW.

The invitation feature helps you make sure that your participants have everything they need to join your conference. The invitation includes the date and time of the meeting, the subject and notes about the meeting and conferencing instructions customized for your Personal Conference Room. **The invitation feature automatically uses information from your profile which saves time and ensures accuracy.** Participants receive a professional, easy to read and graphically pleasing invitation with accurate conferencing instructions and our unique RSVP capability.

The RSVP buttons sent with the invitation makes it easy for your guests to confirm whether they accept, decline or are tentative about attending your call. Your guests' responses are automatically tabulated, so you can see at a glance who received and opened the invitation, who can make the meeting and who can not. If you need to reschedule or cancel the meeting, we provide the capability to send a revised email with just a few strokes to the original invitee list. Forgot to invite someone? No problem – we make it easy to send the invitation to the new guest. Need to provide the participants with additional information prior to the meeting? No problem – we make it easy to send an email to the meeting distribution list or just one or two guests.

You can automatically save email addresses to your personal address book. You can add additional information and set up groups for recurring meetings. You can retain the history of your invitations for future reference.

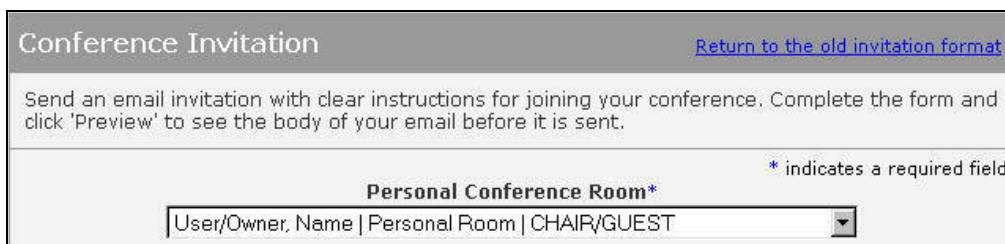
Now there is no need for your administrators to send one email to the Participants and another to the Host. All of this can be completed in one easy step – saving time and reducing the chance for an error or omission.

2. SENDING THE INVITATION.

To send an invitation click 'invite participants' from the 'conferencing' menu and complete the intuitive Conference Invitation form. Most of the information needed to invite participants is automatically completed from your account profile saving you time, reducing errors and preventing omissions of key information.

2.1. Room selection.

The first step in sending the invitation is to select the Personal Conference Room to conduct the call.



Conference Invitation [Return to the old invitation format](#)

Send an email invitation with clear instructions for joining your conference. Complete the form and click 'Preview' to see the body of your email before it is sent.

* indicates a required field

Personal Conference Room*

User/Owner, Name | Personal Room | CHAIR/GUEST

2.2. Host and Venue.

The “Meeting Host” field will be automatically filled in with the name of the User or Owner of the Room. This User/Owner of the room will receive a copy of the invitation that also includes the Chair code. The check box in “Venue” selects whether you will send Teleconference instructions, Web conferencing instructions or both as part of your invitation. The Meeting Subject will appear in the subject line of the email you send.

Meeting Subject*	Meeting Host	Venue
<input type="text" value="Sample Invitation"/>	<input type="text" value="Name User/Owner"/>	<input checked="" type="checkbox"/> Teleconference <input checked="" type="checkbox"/> WebInterpoint

2.3. Date, Time and Time Zone.

Date, Time and Time Zone are required fields while Duration is optional. You can use a pop up calendar to fill in the date field. The Date field will not accept a date that has passed. Be careful to use the format designated. Using our invitation features helps ensure that all of this critical information is included and is accurate.

Date*	Time*	Time Zone*	Duration
<input type="text" value="7/11/2003"/> <small>MM/DD/YYYY</small>	<input type="text" value="1:00 PM"/> <small>hh:mm am</small>	<input type="text" value="Eastern (US)"/>	<input type="text" value="1:00"/> <small>hh:mm</small>

2.4. Coordinator.

The coordinator information will be automatically completed with the name, email address and phone number of the person who logs in to send the invitation. This saves time and helps reduce errors and omissions. This information can be changed as needed.

Coordinator's Contact Information		
<input type="text" value="Name Coordinator"/>	<input type="text" value="n.coordinator@meetingbridge.com"/>	<input type="text" value="(203) 981-8597"/>
<small>Name*</small>	<small>Email Address*</small>	<small>Phone</small>

2.5. Attendees' Email Addresses.

Complete the email addresses of the attendees. You can copy and paste email addresses from other lists. When you click on the Address Book, we will automatically save the email addresses for future use. Our address book also includes the ability to set up groups for recurring meetings. Those using Outlook 2002 may also use Outlook Contacts Manager directly.

<input type="button" value="Address Book"/>	Attendees' Email Addresses*	<input type="button" value="Outlook Addresses..."/>
<input type="text" value="Guest1@company1.com, Guest2@company2.com, Guest3@company3.com, Guest4@Company4.com"/>		
<small>Attendee's email addresses separated by commas</small>		

2.6. Meeting Notes.

Use Meeting Notes to discuss the topic of the call and relay any special information. Click on Spell Check to check the contents of the Meeting Notes. Once the form is completed click Preview. Any errors or omissions will be highlighted for correction.

Meeting Notes

This is a sample invitation. Use this space to discuss the topic of the call and relay any special information.

Request a read receipt for this message [Spell Check](#)

3. PREVIEW, EDIT AND SEND INVITATION.

After you click “Preview” you will see a copy of the invitation. Use “Go Back” to change or edit the information. Once you are satisfied click “Send Now” to send the invitation.

Invitation Preview. Click [Send Now](#) to send your invitation or [Go Back](#) to make changes.

This page is just a preview. you must click 'Send Now' to send your invitation.

4. A LOOK AT THE INVITATION SENT

4.1. Salutation – From, To and Subject.

The salutation of the invitation includes the name and email address of the coordinator, the email addresses of the attendees, and the subject of the invitation.

From:	Coordinator [coordinator@meetingbridge.com]
To:	Guest1@company1.com, Guest2@company2.com, Guest3@company3.com, Guest4@company4.com
Bcc:	coordinator@meetingbridge.com, UserOwner@meetingbridge.com
Subject:	Meeting Invitation -- Sample Invitation

As indicated in Bcc both the coordinator and the room owner (Host) automatically receive a copy of the invitation.

4.2. Body of the Invitation and RSVP Buttons.

The body of the Conference Invitation highlights the key meeting information. It also provides links for the attendee to accept, decline or mark tentative. By clicking on the appropriate link, the invitees communicate their intentions about attending the meeting. This RSVP feature is discussed further below.

Conference Invitation

Subject: Sample Invitation
This is a sample invitation. Use this space to discuss the topic of the call and relay any special information.

Host: Name User/Owner
Venue: Teleconference and Web Conference
Time: Monday July 14, 2003 -- 2:00 pm (Eastern (US) Time)
Duration: :30 (h:mm)
Coordinator: Coordinator, (203) 981-8597, coordinator@meetingbridge.com

Please use the buttons below to indicate whether you can attend

4.3. Conferencing Instructions.

Accurate conferencing instructions are included based on the Venue selected. This example includes both teleconference and web conferencing instructions because both boxes were checked in the Venue section of the invitation form. If your participant code contains alpha characters, the invitation provides the keypad equivalents for easy dialing. When web conferencing instructions are sent, the invitation includes a convenient compatibility test link so participants can test their setup in advance of the call.

The invitation also includes a reminder to all participants to press ‘*0’ if they need assistance.

Conferencing Instructions

1. Dial **866.409.4300** in the US & Canada (International parties, dial 404.260.5388). When prompted, enter '**GUEST**' ('48378' on your telephone keypad) and **press '#'**.
2. Browse to www.meetingbridge.com/web from any web-connected computer and enter your name and the Participant's Code: '**GUEST**'
3. Click 'Join' to connect to the web conference.

If this is your first time using WebInterpoint, please click to perform a [compatibility test](#).
If you experience any difficulties, call Customer Support at 888.723.1200.

For assistance during your teleconference, **press '*0'** for the operator.'

4.4. Invitation copy sent to Coordinator and Room Owner (Host).

The copy of the invitation that is sent to the Coordinator and the room Owner as designated in the Bcc includes the following note containing the Chair code.

Room Owner's Note. An invitation for the meeting referenced below was sent to the attendees. The Chair Entry Code for this room is: '**CHAIR**' (enter '24247' on your telephone keypad).

To protect the confidentiality of your Chair Entry Code, you should delete this box before forwarding this email.

An Administrator can log on under their ID and send an email from another room owner/user. The Administrator will be the coordinator and the room Owner/User will appear be the Host. Both will receive a copy of the email along with the note above containing the Chair Code.

5. RSVP SENT BY THE ATTENDEES

After the Attendee clicks the ‘accept’, ‘decline’ or ‘tentative’ button in the invitation email, they can add comments to the RSVP form as shown below.



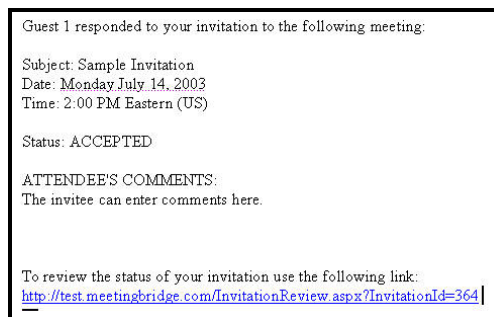
The screenshot shows a web form titled "Conference RSVP". It contains the following fields and options:

- Subject:** Sample Invitation
- Date:** Monday July 14, 2003
- Time:** 2:00 PM Eastern (US)
- Status:** Use the radio buttons below to indicate whether you will attend the conference:
 - Accept
 - Decline
 - Tentative
- Comments:** Use the optional area below to add a comment to your RSVP.
A text input field contains the placeholder text: "The invitee can enter comments here. |"
- An "Enter" button is located at the bottom of the form.

To later change status or make another comment, attendees simply open the original invitation, click on the appropriate link and add new comments. The new status will then be sent to the Host.

6. RSVP NOTICE BACK TO HOST AND COORDINATOR

When the invitee completes the RSVP form, the Coordinator receives a confirming email as shown below. The email includes a convenient link to the Invitation Review page.



The screenshot shows an email notification with the following content:

Guest 1 responded to your invitation to the following meeting:

Subject: Sample Invitation
Date: Monday July 14, 2003
Time: 2:00 PM Eastern (US)

Status: ACCEPTED

ATTENDEE'S COMMENTS:
The invitee can enter comments here.

To review the status of your invitation use the following link:
<http://test.meetingbridge.com/InvitationReview.aspx?InvitationId=364>

The response is also posted to the Invitation Review page which tabulates all of the responses.

7. TRACKING RESPONSES – THE INVITATION REVIEW PAGE

7.1. Invitation review page.

The Invitation Review is a powerful tool that enables you to see the attendance Status of each invitee. You reach this page by clicking on the link in the confirming email. You can also reach

this page by clicking on 'invitation list' under the 'conferencing' tab at www.meetingbridge.com.

7.2. Invitation Details.

Key information about the invitation is summarized in the Invitation Details section of the Invitation Review page.

7.3. Response Table.

The response table shows the status of each invitee. It is easy to Edit the Status of the attendee, Resend a copy of the original invitation to the attendee, or send a separate Email to the attendee by clicking the respective 'Actions' button. It is also easy to add an attendee, send a revised invitation, cancel the entire meeting or send an informative email to the entire attendee distribution list by clicking the respective box. When an invitee receives and opens an invitation, the Status of that invitation is automatically changed to Open. In this way, the Host knows that the participant received the email. The system even checks the dates and times of the meetings for schedule conflicts between meetings.

Invitation Review
[Invitation List](#)

[Invitation Details](#)

Subject: Sample Invitation

Notes: This is a sample invitation. Use this space to discuss the topic of the call and relay any special information.

Host: Name User/Owner

Venue: Teleconference and Web Conference

Room: Mike Yacenda - Personal Room (CHAIR / GUEST)

Time: Monday July 14, 2003 - 2:00 PM Eastern (US)

Duration: :30 (h:mm)

Coordinator: Coordinator , coordinator@meetingbridge.com

Attendee	Status	Comment	Actions
Coordinator	Opened		Edit Resend Email
Name User/Owner	Opened		Edit Resend Email
Guest 1	✔ Accepted	Fine. I can make it.	Edit Resend Email
guest2@meetingbrid...	✘ Declined	3:00 PM would be OK.	Edit Resend Email
guest3@meetingbrid...	? Tentative	Will confirm this PM.	Edit Resend Email
guest4@meetingbrid...	--		Edit Resend Email

Entered By: Mike Yacenda

The table above shows the responses and comments made by the attendees via RSVP. At a glance, the Host and the Coordinator know the status of the meeting. In the example above, the Coordinator, the User/Owner (the Host) have received and opened the email invitation. Guests 1, 2 and 3 used the RSVP feature to accept, decline or remain tentative. All three guests also left comments explaining their decision. Guest 4 has not opened the email yet. As meeting time approaches and if Guest 4 has still not responded, Guest 4 should be contacted separately.

Attendees can change or update their response by clicking on the appropriate RSVP button in the invitation. The change will be automatically reflected in the table.

7.3.1. Corresponding with an Individual Attendee.

[Edit](#) allows you to update the Status and enter comments for the corresponding attendee. This is useful when someone calls or otherwise notifies you of a change in their Status. You can then use the [Edit](#) function to update the attendee's Status. [Resend](#) allows you to resend a copy of the original invitation to the corresponding attendee. Perhaps the email address was incorrect and you need to send a copy to a different email address. [Email](#) allows you to send an email to that specific attendee.

7.3.2. Send a Copy of the Invitation to Additional Attendees.

To send a copy of the original invitation to additional attendees click the 'add attendees' box. Once you click on the box, you can add the email address directly to the field separated by commas, you can cut and paste a list from another source or you can use names or groups from your Address Book.

7.3.3. Send a Revised Invitation.

You can revise the original invitation by clicking the 'revise' box, change the invitation as needed, and then send the revised invitation to the Attendee list. The new invitation is marked 'revised' and the Status field is reset. This function is used when the date or time of the meeting has changed.

7.3.4. Send a Cancellation Notice.

You send a cancellation notice to the Attendee list by clicking the 'cancel' box and reaffirming you want to cancel. A cancellation notice is sent to each Attendee.

7.3.5. Send an Email to the Attendee List.

You can send an email containing additional information including attachments using the 'send mail' box.

8. REVIEWING THE INVITATION LIST.

By clicking on the Invitation List, you can review all the status of all future meetings and also review the details of prior invitations.