



Instead of travelling to a team meeting at rush hour or returning with jetlag from a customer presentation overseas, you can communicate with the world easily and conveniently wherever you are with Conference Services. This saves travel time and reduces your carbon footprint by over 80%.

Conferencing Services

Conferencing Services enable you to conduct secure conversations and to collaborate interactively with employees, customers and partners all over the world, wherever you are.

What are Conferencing Services?

Conferencing Services enable companies to conduct teleconferences and web presentations conveniently via a web portal in four different languages. They are particularly suitable for complex conferencing events such as investor relation calls, expert chats and media conferences.

Documents can be worked on together during conferences thanks to desktop- and screen-sharing. Participants can also ask questions about presentations in real time. On request, Swisscom can organise, coordinate and moderate your conference, and provide individual advice on how to run it.

Your benefits with Conferencing Services







- **Real-time discussions worldwide**
You can have efficient discussions with employees, customers and partners around the world and transmit your presentations online.
- **Needs-based services**
You decide whether Swisscom organises, coordinates and monitors your conference or whether you want to do this yourself via a web portal.
- **Your Swisscom conferencing team**
You benefit from our many years of experience in organising and holding media conferences and events by phone.
- **Use the service anywhere**
You can use the service at any time and from anywhere. For presentations, all you need is an Internet connection with a web browser.
- **Data stored in Switzerland**
Your data is managed in redundant Swisscom data centres in Switzerland. The support provided by the Swisscom conferencing team is also Swiss-based.

Your benefits at a glance

	Premium Swisscom Service Office	Standard Conference Portal
AUDIO CONFERENCES	> Dial-in > Dial-out > Alert	
	> Event - Investor Relation	> Webinar
PRESENTATION	> Online presentations > Chat function	
FEATURES	> Outlook Add-in > Recording & Playback > Spontaneous upload of audio files > Addressbook with import/export	
	> Full Monitoring Question and Answer	> Audio and participant control panel
SERVICE	> All employees speak EN, DE, FR, IT > Connect participants into conference > Operator Fallback > Automated email invitations > Freecall Access > Local Access	



Facts & Figures

 Product groups	<p>Premium:</p> <ul style="list-style-type: none"> – Our conferencing team organises, coordinates and monitors your conference – Suitable for complex conferencing events with Q&A sessions and for dial-out conferences <hr/> <p>Standard: User-friendly conferencing portal for reserving and controlling your event</p>
 Conference dial-in	<p>International: Dial-in numbers in Switzerland can be accessed from throughout the world</p> <hr/> <p>Local access: Local dial-in numbers are available in more than 40 countries</p> <hr/> <p>Freecall: Freecall dial-in numbers are available in more than 60 countries</p>
 Conference types	<p>Dial-in: Participants dial in to conferences using access numbers and codes, with an optional security code</p> <hr/> <p>Dial-out: Participants are called, welcomed and connected to the conference either personally or by the conference system</p> <hr/> <p>Dial-out self-service: Self-service is controlled via the conference portal. Additional participants can be dialled in at any time. Ideal in combination with presentations and web meetings</p> <hr/> <p>Webinar: Webinars are controlled via the conference portal</p> <hr/> <p>Event: Swisscom conferencing staff actively monitor your conference and provide support with Q&A sessions.</p> <hr/> <p>Alert conference: A predefined participant list is automatically called after the moderator dials in to the conference system</p>
 Features	<p>Web meeting: Share and work desktop content with up to 1,000 participants via the Internet</p> <hr/> <p>Online presentation: Show PowerPoint presentations and ask the moderator questions online</p> <hr/> <p>Conference portal: Benefit from a personal conference portal for moderators</p> <hr/> <p>Operator fallback: Live support is available for conference participants during service office opening hours</p> <hr/> <p>Reports: Daily or monthly conference evaluations by e-mail</p> <hr/> <p>Additional features: Outlook add-in, recording & playback, other new features being added all the time</p>
 Confidentiality	<p>Data protection:</p> <p>Swisscom guarantees totally confidential treatment of all information and data. All Swisscom Conferencing Services infrastructure and stored data are located in Switzerland and subject to Swiss law. For 3rd level support cases, the application manufacturer can access application data from Germany. This access is monitored by Swisscom. All Swisscom employees are subject to Swiss telecommunications confidentiality rules.</p>
 Support and advice	<p>Support and advice in German, French, Italian and English. Mon–Fri: 7 a.m. – 8 p.m.; Sat, Sun and public holidays: 8 a.m. – 2 p.m.</p>

You can find more information and our expert's contact details at [swisscom.ch/cfs](https://www.swisscom.ch/cfs)

The information in this document does not constitute a binding offer. It is subject to revision at any time.

Swisscom (Switzerland) Ltd Enterprise Customers, P.O. Box, CH-3050 Berne, Telephone 0800 800 900, www.swisscom.ch/enterprise