

Meetsync: Market-Leading Meeting Room Management Solution

SmartSuite Key Features:

- **Effortless Room Search**
 - No more searching for meeting rooms—simply click and search directly from your desktop.
 - **Convenient Booking Options**
 - Book, extend, and cancel meetings right outside the meeting room.
 - **Seamless Integration with Microsoft Calendar**
 - Book meetings straight from your desktop and automatically add them to your Microsoft Calendar or Scheduler.
 - **Customizable Booking Options**
 - Tailor your meeting room booking experience based on your organization's needs.
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Additional Features:

- **Integrated Meeting Room Booking Software**
 - Manage and organize all room bookings in one integrated platform.
- **Café management**
 - Efficiently manage of café items with complete monthly report.
- **Digital Signage**
 - Display meeting details, availability, and more on digital screens outside meeting rooms.
 - Use same tab for signage purposes with complete control of date and time.
 - Display the highlight achievement of the organization like tender winning, employee of the month, any future event etc.
- **Minutes of Meeting**

- Automatically capture and store meeting minutes for future reference.
- **Task Management**
 - Assign and track tasks that arise from meetings directly within the platform.
- **Calendar Connectivity**
 - Seamlessly connect with user calendars for efficient scheduling.
- **Integration of Visitor Management**
 - Visitor management module also can be integrated with same platform of smart meeting solution MeetSync.
- **Parking Management**
 - MeetSync has capability to integrate with parking management system with ANPR to provide parking space to VIP visitor.

Customizable and Flexible

- **Detachable Customized Base**
 - Adapt to your office setup with a detachable base that suits different glass/wall configurations.
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Efficiency & Productivity Benefits:

- **Track Meeting Schedules in Real-Time**
 - Monitor the schedule for each meeting room to ensure efficient utilization and prevent overlaps.
- **Real-Time Monitoring**
 - Instant visibility into current and upcoming bookings.
- **Optimized Resource Allocation**
 - Maximize room usage and minimize scheduling conflicts.

- **Seamless Calendar Sync**
 - Automatic syncing with your organization's calendar systems for up-to-date scheduling.
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Ideal for:

- **Mid and Large-Size Businesses**
 - **Educational Institutions**
 - **Government Departments**
 - **Corporate Environments**
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By Leveraging Meetsync, Organizations Can:

- Save valuable time in managing meeting rooms.
- Create a more organized and efficient environment.
- Foster a culture of productivity and seamless collaboration.