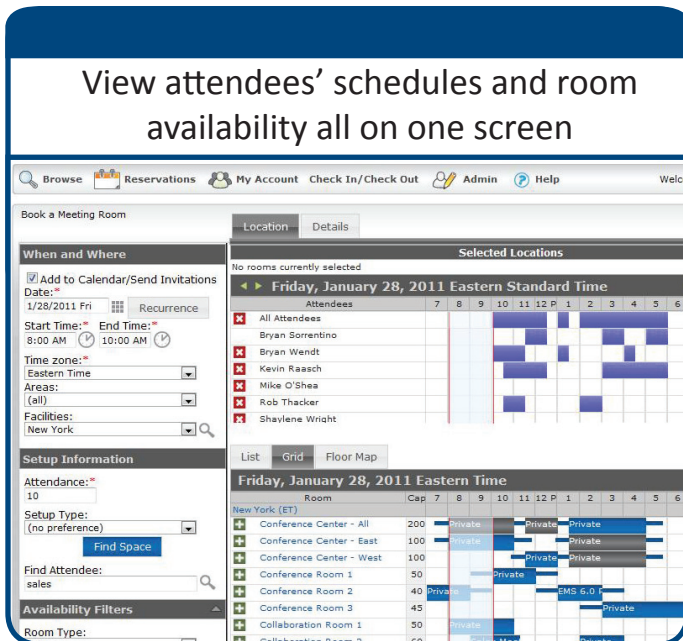


OVERVIEW

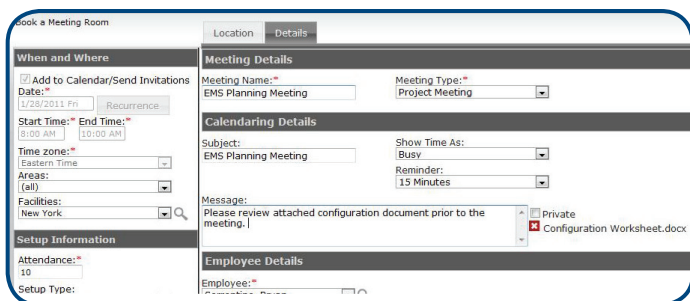
The EMS Plan-a-Meeting module (PAM) offers users of the Virtual EMS™ Request/Reserve functionality the convenience of scheduling rooms, resources, and services - *and* confirming attendee availability - all at one time. PAM, which works with Microsoft Exchange® or Lotus Domino®*, not only simplifies meeting scheduling, it can also generate emailed meeting invitations.

FEATURES AND BENEFITS

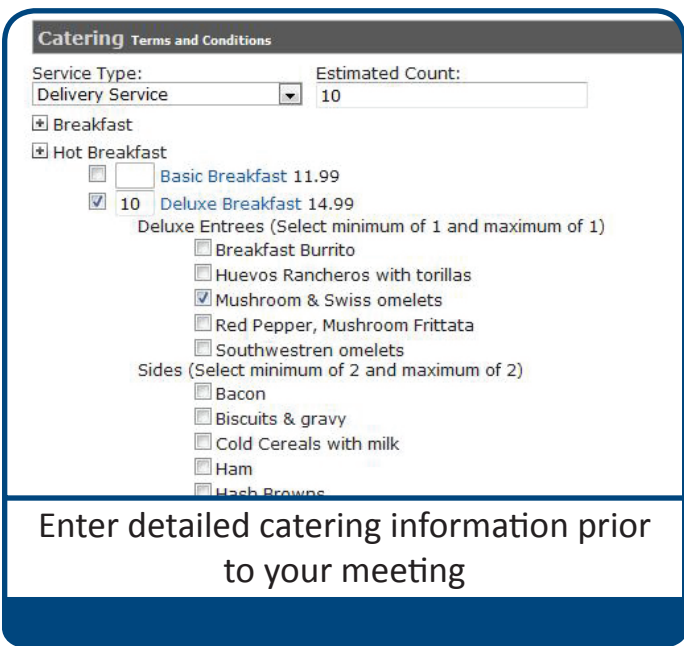
- View attendee availability (free/busy schedules) before reserving a meeting room
- Check room details to confirm that the space will meet your needs
- Streamline the process of arranging meetings
- Request rooms, resources and attendee participation all from one intuitive interface
- Make last minute modifications to meeting information quickly and easily, with attendees automatically receiving change notifications



Quickly set invite details including attachments and Outlook reminders



Enter detailed catering information prior to your meeting



*Functionality only available with Enterprise-level products