

# MOBILE MEETING MANAGER<sup>®</sup>



**YOUR ATTENDEES  
WILL LOVE THIS!**

 **SWANK**  
AUDIO VISUALS



# FEATURES AND BENEFITS

Swank Audio Visuals is excited to introduce you to Mobile Meeting Manager® (or M3, for short). M3 is a unique digital communications resource that conveniently displays the information for your event on your attendees' smartphone or tablet. By using M3, your attendees can electronically view information such as...

- Sessions
- Exhibitors
- Speakers
- Maps and more!

## Meetings Made Easy

Swank's Mobile Meeting Manager will make your event a dream to plan. Plus, your attendees will love the new technology! M3 is quick and easy to use, because it is structured as a mobile website.

- *M3 is available via your attendees' existing web browser.*
- *There is nothing for them to download or install. They do not have to go to an app store or pay any fee.*

- *It works on virtually any smartphone or tablet.*
- *And coming soon, you can instantly send alerts to your attendees, for things like room or agenda changes.*

**Swank's Mobile Meeting Manager offers several benefits, including:**

- **Cost Savings**  
*Eliminates the need for printed materials.*
- **Environmentally Friendly**  
*Say good-bye to the waste and hassle of creating and distributing printed agendas, speaker lists and other meeting information. The days of bulky hand-out packets are over!*
- **Convenience and Flexibility**  
*Swank will load the information for your event onto the website. Plus, we will be available to make last-minute changes to the information, which can be instantly viewed by your attendees.*



# FREQUENTLY ASKED QUESTIONS

## **What information and features will my attendees be able to access with Mobile Meeting Manager?**

*Depending on the package purchased, your attendees will be able to access:*

- *Session descriptions, locations and times*
- *Speaker lists with bios*
- *Attendee lists with bios*
- *Names of exhibitors along with location and a description of their business*
- *Meeting space maps*
- *Twitter feed*
- *Ad banners*
- *Coming soon: Handouts & Presentations*

## **Can I customize M3 for my event?**

*Yes, Swank has a number of packages available to choose from. Should you need additional items, a personalized option can be created. The design, color and content of the screen background can be customized for your event, as well as the wording utilized to describe the menu buttons.*

## **Do my attendees have to install anything on their smartphone or tablet?**

*No, not at all. M3 runs inside your device's web browser. Because it is a mobile website, M3 runs just like any other site. We will help communicate the web address for your event to your attendees, and then they are off and running!*

## **Mobile Meeting Manager works with the most popular devices, including:\*\***

- *iPhone (Original, 3G, 3GS, iPhone 4 and iPhone 4S)*
- *iPad 1 and iPad 2*
- *Android / Droid (all versions)*
- *Blackberry (version 6.0+)*
- *Windows Mobile (version 7.0+)*
- *HP/Palm WebOS (all versions)*

*Many other devices are also supported. To check on a device's compatibility, please email Swank's M3 customer service department at [Support@SwankMMM.com](mailto:Support@SwankMMM.com).*

*\*\*Swank Audio Visuals is not responsible for Internet access or for 3G, 4G or any other type of cellular service or reception.*





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