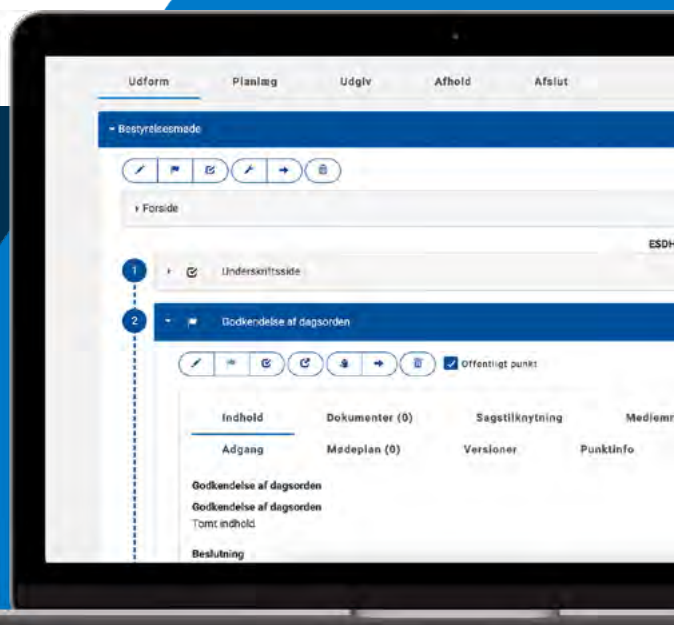


# Simple administration of complex meetings

Makes it simple to administrate complex meetings.

Gather the preparation of all agendas, registration of attendees, and publication of meeting minutes in one single platform.



## About the solution

Meeting series and agendas can be a cumbersome process with many agenda items, contributors, and deadlines that need to be managed. At the same time, the minutes also need to be prepared, written, and published to the public. With FirstAgenda Management, we have streamlined and digitized the entire process.

Before the meeting starts, FirstAgenda Management will automatically collect agenda item proposals from the invited contributors, allowing you to easily and quickly generate the meeting agenda.

Throughout the meeting, you will have a clear overview of the process and the items awaiting input from contributors. As the meeting organizer, you can also set the framework for the minutes in advance, making it quicker and more efficient to add details to the minutes during and after the meeting. This saves time and effort in the publication process.

Management is also fully integratable with KMD Workzone EIM, IMS Case, Workpoint, and, last but not least, FirstAgenda's meeting suite.

## A piece of the complete meeting suite

FirstAgenda Management is an independent product in a comprehensive meeting suite, giving you full control over all processes related to holding meetings.

Plan and structure entire meeting series in FirstAgenda Management, distribute to meeting participants and their preparations in FirstAgenda Prepare, conduct and follow up with FirstAgenda Live, and publish the minutes with FirstAgenda Publication.

In short, you get the optimal conditions for creating transparent and efficient meetings with systems that communicate throughout the process.

# Benefits



### Overview

Full control and overview of items, agendas, meetings, and metadata



### Control

Delegate or receive items from case handlers and other contributors



### Structure and automation

Automatic content creation using predefined agenda templates



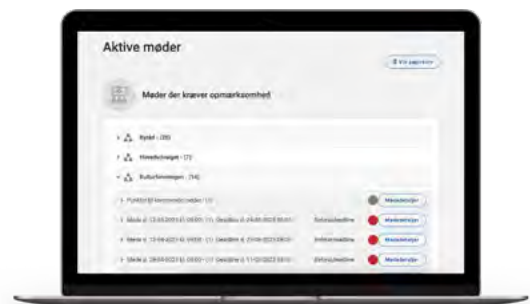
### Minutes

Add details to the minutes before, during, and after the meeting



### Flexibility

Access to flexible planning tools using queue lists, copy and move items, and meeting plans





## What do customers say?

“It is easy to create, delete, and restore meetings in Management, and it only gets better as more colleagues connect to the solution. We have also created meeting templates through Management, so more of our users can quickly start booking new meetings.”

– *Lena Fredensborg, committee secretary in Region Hovedstaden.*

[Read the case from Region Hovedstaden](#)

“FirstAgenda Management has made the agenda production much more efficient. The system is intuitive and easy to use, and there is a smooth flow in the process from creating agendas to publishing minutes. At the same time, an agenda can be created in 10 seconds, compared to previously taking 10 minutes because each item had to be retrieved from Word.”

– *Jette Brøndum, Ballerup Kommune*

[Read the case from Ballerup Municipality](#)

## Security

Integration with OpenID Connect

Logging of history

Encrypted server communication

Hosting in Denmark – data never leaves the EU

Segmented and encrypted network with connection to Security Operation Center (SOC) via hosting provider.

Use Multi-Factor Authentication login for the platform

## Certifications

Use of recognized vendors certified for hosting the platform within the vendor’s EU/EEA data regions

Full TLS and HTTPS encryption of data in transit

[Download ISAE3000 here](#)



## Want to know more?

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