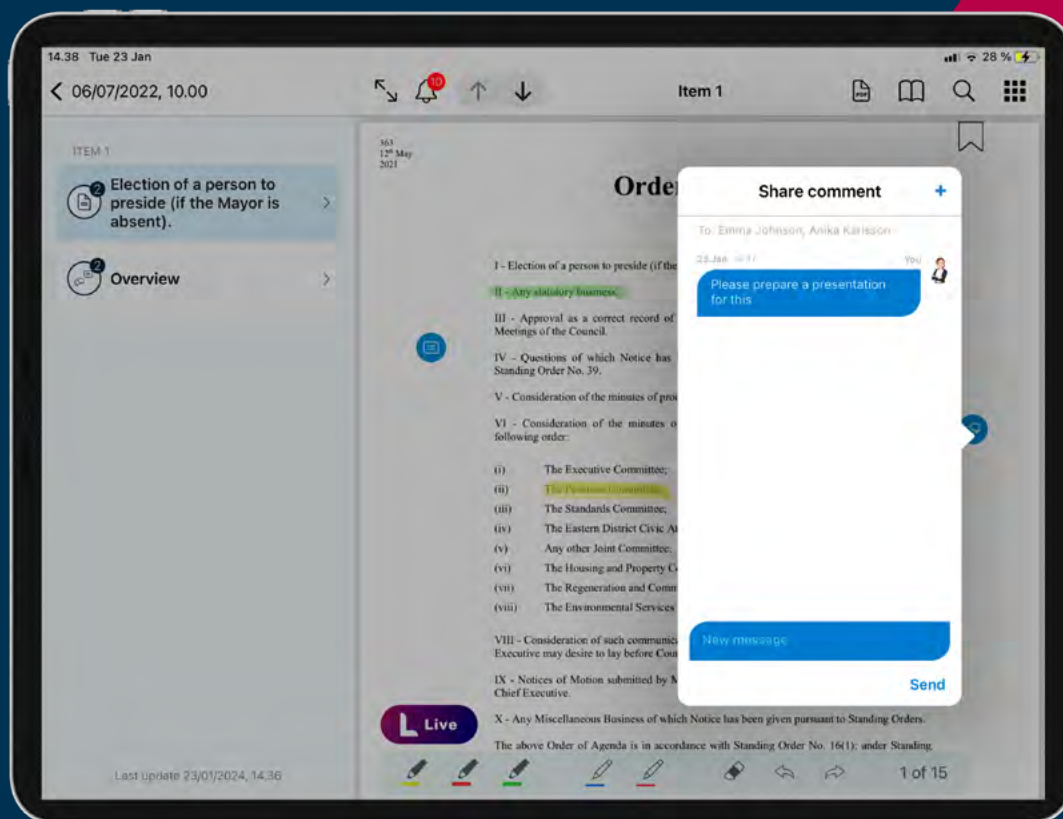


# Save time and resources with a digital meeting solution

Conduct better and more efficient meetings – from sending out the agenda to meeting preparation and the actual meeting itself.



## About the solution

FirstAgenda Prepare is a solution for preparing and conducting paperless meetings and currently has over 46,000 users. The solution was launched in 2011 and is now used in 95 out of 98 Danish municipalities and all regions. Prepare is also utilized by unions, boards, utilities, educational institutions, and private companies.

In the development of FirstAgenda Prepare, the goal has been to make the user experience as simple, fast, and effective as possible. There can often be a significant difference in the target audience's technology proficiency and adaptability, so it is crucial that there are no significant barriers to adopting this type of solution.

### Administrator

One of the most important aspects for administration is an easy and seamless release process, allowing meeting participants to receive their agendas within the deadline.

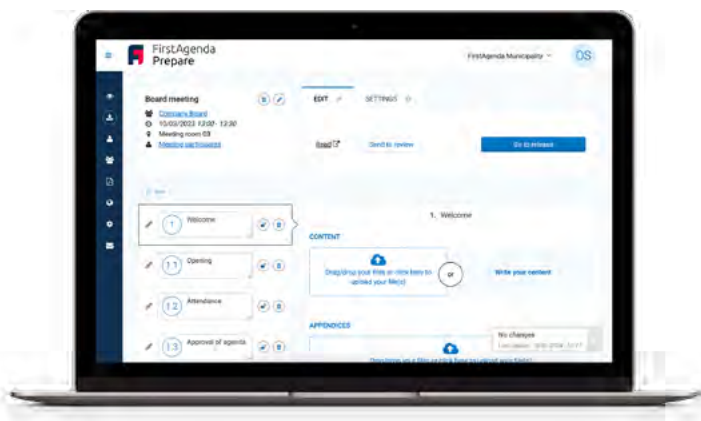
Additionally, there may be a need to add attachments or make corrections. With FirstAgenda Prepare, the agenda creator gets easy version control and can release new versions of the meeting without participants losing any preparations.

### Meeting Participant

FirstAgenda Prepare puts the user at the center and makes it easy for meeting participants to prepare and keep track of their documents.

This provides much more focus on the actual meeting - and meeting participants can participate without having to concentrate on searching for notes and comments since everything is gathered in one place.

# Features



Retrieve agenda, minutes, agenda items, and attachments as PDF



Share comments, make notes, bookmarks, and highlights



Approval function



Send agenda and minutes for review by selected individuals



Cross-organization, committee, meeting, item, and document search



Limit access at committee, meeting, item, and attachment levels



Integration with nearly all DMS systems



ADFS-login (SAML, Azure AD etc)



## What do customers say?

“//Today, our board members get the information they need in a very simple way. They can always retrieve older documents, and we quickly save half a day on preparation. Additionally, we save significant amounts of paper.”

– *Jesper Bollerslev, IT-consulent  
Landbrug og Fødevarer*

[Read the case from Landbrug og Fødevarer](#)

“//Just like all other IT departments, we are busy. A success criterion for us is, therefore, that the product is as self-sufficient as possible. It is very rare that I am approached for help with FirstAgenda Prepare because it is an easy system that you can jump right into.”

– *Michael Skov, Senior Advisor  
Movia*

[Read the case from Movia here](#)

## Security

Limit access at committee, meeting, item, and attachment levels

Role/permission management

Automatic deletion of meetings

Two-factor and/or ADFS login

Encrypted server communication

Hosting in the EU and Sweden – data never leaves the EU

## 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

Subject to an annual ISAE3000 statement.

[Read more about our security here](#)

[Download ISAE3000 here](#)



## Want to know more?

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