

# a complete range of meeting services

writing • transcription • translation • interpretation • audience response systems • badges • event software



[www.ubiquis.co.uk](http://www.ubiquis.co.uk)

## What do you need to make your meeting work?

We offer services to help you make the most of your meetings and events – delivered with superb quality and speed

### Identifying and networking

Our badges are the perfect way to encourage networking and set the tone of an event from the very start.



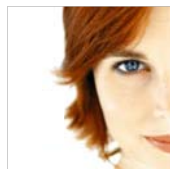
### Foreign language services

With translation and interpretation in 70 languages, plus all the equipment you need, we make communication easy.



### The Ubiqus solution

We bring more than 15 years' experience and a presence in five countries to our understanding of your requirements.



[Click on any service for more info](#)

### Online event registration



An easy and attractive way to send invitations, encourage delegates to register online, and track responses.

### Audience response systems



If you want to add interest, improve participation or solicit opinion, our Sentsis voting systems are the answer.

### Written event records



For the record, our summaries, reports and verbatim transcripts are timely, accurate and tailored to your needs.



## Event registration platform

Showcase, invite and manage

Why spend more time or money than necessary on organising your event? Our internet-based event management platform showcases your event with a dedicated website. Delegates register online, and you can easily send personalised invitations and reminders. Afterward, use our automatic reports and analysis to inform your next event.

- **Fully online** – no need to install additional software
- Efficient and **cost-effective**
- **Professional** look and feel
- **Easy management** of your attendee registration and follow-up

[Click to request a quote](#)

## Name badges

Network, identify, set the tone



Good badges make good first impressions. Set the look and feel of your event with badges you'll be proud to show off. Our service removes the time and cost burden of in-house production and gives you a result that will impress.

- **Fast turnaround** to meet your deadlines
- Professional graphic design included at **no extra cost**
- **Customised** with names, titles, logos, designs...
- **High-quality** four-colour digital printing for superb colour and clarity

[Click to request a quote](#)



## Audience response systems

Increase participation and interaction

Ubiqus' Sentis division uses interactive voting as one of several tools to improve the potential of your event. Our audience response systems make it possible for meeting organisers to collect opinions, reach a consensus or educate participants – in real time. Our expert consultation can help you make the most of new interactive technologies.

- Make your meeting **more dynamic**
- Voting results immediately or **when you choose**
- **Any size** meeting or conference
- **Full report** of your meeting

[Click to request a quote](#)





## Writing and transcription

Communicating, informing, archiving

If your meeting is worth holding, the content is worth capturing. A written report of a meeting is critical, whether you intend to distribute it to participants, post it on your website, use it to check quotes, or create an authoritative archive. Working with exceptional speed and accuracy, Ubiquis writers can provide the definitive record.

[Click to request a quote](#)

Type of meeting	Ubiquis solution
<ul style="list-style-type: none"> <li>• Legal context</li> <li>• Formal interviews</li> <li>• Where precise words matter</li> </ul>	<b>Commercial Verbatim</b>
<ul style="list-style-type: none"> <li>• Annual General Meetings</li> <li>• Plenary sessions</li> <li>• Financial results</li> </ul>	<b>Full Transcript</b>
<ul style="list-style-type: none"> <li>• Roundtable meetings</li> <li>• Thinktanks</li> <li>• Seminar sessions</li> </ul>	<b>Revised Report</b>
<ul style="list-style-type: none"> <li>• Disciplinary or grievance hearings</li> <li>• Breakout sessions and workshops</li> <li>• Free-flowing discussion or debate</li> </ul>	<b>Standard Summary</b>
<ul style="list-style-type: none"> <li>• Informal meetings</li> <li>• Management meetings</li> <li>• Where a recording is not permitted</li> </ul>	<b>Brief Summary</b>
<ul style="list-style-type: none"> <li>• For web publication</li> <li>• European Works Councils</li> <li>• As an index to a Full Transcript</li> </ul>	<b>Executive Summary</b>
<ul style="list-style-type: none"> <li>• Public consultations</li> <li>• To recap a series of meetings or surveys</li> <li>• Foundation for policy documents</li> </ul>	<b>Thematic Summary</b>
<ul style="list-style-type: none"> <li>• As a complement to any meeting</li> </ul>	<b>Audio or video recording</b>

## Translation and interpretation

Bridge the language barrier with ease

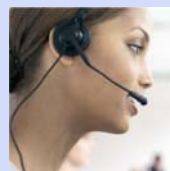
In the context of organisations that work internationally, it's essential to have a clear, accurate understanding of colleagues and clients who speak foreign languages – and for them to understand you. Ubiquis' expert translators and interpreters help you achieve clarity in every language.



### Translation of documents

- To and from **70 languages**
- **Precise and fluent** translations
- **Any size** project, 100 words or 100,000 words

[Click to request a quote](#)



### Real-time interpretation

- **Any size** meeting, large or small
- Highly **qualified** and specialised interpreters
- **Mother tongue** levels of fluency

[Click to request a quote](#)



### Equipment hire

- **A complete range** of interpretation and recording equipment
- **Expert advice** and our technical assistance onsite


[Click to request a quote](#)



### Disability access

- **Speech to Text (STT)** real-time captioning for deaf delegates
- **Braille, British Sign Language** and more

[Click to request a quote](#)



**More than 6000 clients worldwide  
trust Ubiquis**

**Ubiquis can help you improve the outcome of any meeting –  
working with you before, during and after the event**

#### **Internal communications**

- Seminars and conventions
- Board meetings
- Disciplinary and grievance hearings
- Training courses
- Webcasts and conference calls
- Committee meetings

#### **Financial communications**

- Results presentations
- AGMs
- Shareholder briefings

#### **Events**

- Conferences and symposia
- Plenary sessions
- Breakout groups
- Roundtables
- Workshops
- Seminars
- Awards ceremonies

#### **External communications**

- Press conferences
- Public consultations
- Focus groups
- Panel discussions

#### **Commercial relations**

- Launch of new products and services
- European Works Councils, SNBs and other negotiations
- Instruction manuals
- Technical notes and guides

#### **Legal communications**

- Court cases
- Arbitrations
- Public inquiries
- Tribunals
- Interviews

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#### **OUR CLIENTS INCLUDE...**

Abbey  
Accenture Financial Services  
Aon Ltd  
Aspect Ltd  
Architects Registration Board  
Audit Commission  
BBC  
Bear Stearns  
British Council  
Browne Jacobson LLP  
BT  
BP  
Cadbury Schweppes  
Central Office of Information  
Channel 4  
City & Financial  
Clifford Chance  
Competition Commission  
Cookson Group  
Crown Prosecution Service  
Department for Work and Pensions  
Department of Health  
Disability Rights Commission  
Euromoney  
European Metalworkers Federation  
Financial Times  
Fujitsu  
Greater London Authority  
Hearing Aid Council  
HM Court Service  
HM Revenue & Customs  
Immigration and Nationality Directorate  
Innovene  
Jack Morton  
KPMG  
Microsoft  
National Institute for Health and Clinical Excellence (NICE)  
Nursing and Midwifery Council  
Olive 360  
OFCOM  
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Office of Rail Regulation  
Orange  
PricewaterhouseCoopers  
Reed Elsevier  
Rolls Royce  
Royal Courts of Justice  
Serious Fraud Office  
Special Immigration Appeals Commission  
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Transport for London  
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Virgin  
Vodafone  
World Bank