

Video Meeting Suites

CONNECTING YOU TO THE WORLD

The adoption of video conferencing as a tool for collaboration may be growing at lightning speed, but there are still times when you need access to an external resource. Whether it's a meeting with an individual or an entire team, Glowpoint has you covered. Our network of 4,000 meeting suites in 130 countries and 1,300 cities are available to you 24x7x365.

Reservations can be made on Glowpoint's website, by calling [\(800\) 370-7150](tel:8003707150) or [\(303\) 640-3810](tel:3036403810), or by emailing reservations@glowpoint.com. Glowpoint customers can also contact their Account Manager directly to schedule a Video Meeting Suite.



FEATURES

Flexible Scheduling You can reserve a room for as little as one hour. Beyond that, you can reserve additional time in fifteen minute increments. This ensures you won't be paying for more time than you require.

Room for Participants Most of Glowpoint's Video Meeting Suites accommodate up to 8 people. However, we also have access to larger rooms if required. When you call to schedule your meeting room, we'll go over your options and find the most suitable room for your event.

Email Confirmations You will always receive confirmation or a status update from Glowpoint within one hour of your request. The confirmation will arrive by email and will include all relevant information as well as a separate cost estimate for budgeting purposes.

OPTIONAL FEATURES

Glowpoint offers several a la carte features that can be added to your videoconference, including:

White Glove Service Want to make sure your meeting is flawless? Request our Managed Videoconferencing Services to ensure the video meeting runs smoothly.

Features include:

- o **Call Launching:** Once the videoconference is scheduled, it will automatically launch at the designated time. Glowpoint will call the selected video endpoints at the time of the scheduled call and make sure they are properly connected.
- o **Conference Monitoring & Support:** Glowpoint's systems will monitor the video meeting to make sure everything goes smoothly. If an incident occurs during a meeting, your Glowpoint conference producer will reconnect and/or fix any technical issues.

A Pre-Test Call We'll ensure that all endpoints are reachable before the meeting begins.

Concierge Service We'll provide you with a dedicated conference technician to meet-and-greet participants, change video layouts, add/remove participants, and provide technical assistance when needed.

Call Recording We'll capture the video meeting and content for future playback and/or webcasts.

Language Translation We can include a live translator in the meeting for virtually any language.

WHY CHOOSE GLOWPOINT?

Peace of Mind We've got 20 years of experience managing video conferencing networks and systems. If anything goes wrong, our Video Support team can quickly address the issue.

Total Availability We're available 24x7x365 to help you when you need it.

The Broadest Network We've got access to more video conferencing meeting rooms globally than any other provider.

contactme@glowpoint.com | **866-456-9764 (US)** | **+1 973-855-3411 (INT'L)**

GLOWPOINT®

Glowpoint, Inc. (NYSE MKT: GLOW) is the video conferencing managed services specialist empowering IT's delivery of the highest-quality video experience for mid-sized companies and large enterprises alike. More than 1,000 organizations in 130 countries trust us to be their video conferencing specialists for maximum productivity, more collaborative engagements and effortless video meetings all at a surprisingly affordable cost.