

Meeting Assistant Data Coverage Process Overview



Meeting Assistant for Data Coverage is an integrated data and software service that helps prioritize scientific content, collect notes, and summarize insights for teams attending scientific conferences

Step 1 Prioritize



4 weeks
until conference

✓ Prioritize Content

- Import entire conference catalog into Meeting Assistant [OG]
- Import scientific search terms (keywords) [OG]
- Programmatically apply keywords to prioritize content based on title and full-text of abstract. [OG]
- Finalize prioritized content [OG + Client]
- Extract author list and match to field territories

Step 2 Assign



2 weeks
until conference

✓ Finalize Schedule

- Assign team members to content in a workload balanced manner [OG]
- Finalize assignments across scientific content and other events (KOL meetings, booth coverage, training, etc.) [OG]

Step 3 Train



1 week
until conference

✓ Train Team

- Train team on Meeting Assistant mobile application [OG]
- Send team members login credentials [OG]
- Release final conference plan to team members via mobile application [OG]

Step 4 Cover Conference



0 weeks
until conference

✓ Summarize Insights

- Collect notes, images, and scientific insights in the Meeting Assistant mobile application [Client]
- Generate daily MS PowerPoint scientific debriefs that summarize notes, images, and insights from team automatically from the Meeting Assistant mobile and desktop applications [Client]

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Client

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