

KEY FUNCTIONALITY AND FEATURES version 2.0

NEWS



NEWS FEEDS are dynamic changes made by the team, tracked and followed via the website. Administrators can also use **NEWS FEEDS** to leave messages for team members.

NEWS FEEDS on your Immersive Workspaces homepage keep you current on all team activity within your company's virtual space - **BE** there even when you cannot be in-world.

TEAM



Meet your **TEAM**, get to know them and let them know who you are. An extended profile system lets you assign your real world location, time zone, company division and your **TEAM** role. Connect and find collaborators, or simply understand and **EXTEND** your company network. Also helps other people stay in touch and set meeting times based on time zone availability and displays the **ONLINE** status of team members.

TEAMS is also the area for your published 3D world journal notes, a place to edit and update notes and your publications. Creation of additional notes can also be made, with references and links to the world wide web.

MEETINGS



MEETINGS are scheduled and linked to a standard shared calendar system, including iCalendar support for seamless integration with Microsoft Outlook 2003, Outlook 2007, Apple iCal, Mozilla Sunbird or any other Calendar compatible application. Notification and meeting duration are sent via email notifications, with attendees and meeting description.

Meetings can be public or private. **SIMPLY** select the **PEOPLE** or **TEAMS** you want in attendance. **MEETING PLANNER** also sorts out meeting conflicts and bookings, all managed and notified.

Meeting transcripts, **BRAINSTORMING** sessions plus meeting notes and media files are shared and archived for future reference via the website.

ACTIONS



During your meeting, **ACTIONS** can be created and assigned to individuals. These **ACTION** points are recorded and archived on the website. Each **ACTION** is listed, with a check box to denote completion.

Easily tracked and referenced, **ACTION** points are great for managing tasks and establishing milestones.

MEDIA



The ability to manage media uploads and multiple presentations, including PowerPoint, QuickTime, images, audio and urls.

MEDIA is easily presented to your virtual audience via our 'share code' system, simply **COPY AND PASTE** your code number and the **IMMERSIVE WORKSPACES** web platform handles the rest for you. All designed so **YOU** are in full control to present, engage and collaborate.

Pass your '**SHARE** code' to your team so they can revisit your ideas. Build a limitless library of your presentations, training sessions or multimedia. Group '**SHARE** codes' can also be automatically embedded in meeting transcripts for **TEAM** reference.

JOURNAL



A **PERSONAL** note taking system, send yourself **NOTES** from the 3D world or simply annotate a location for future reference.

JOURNAL records the exact location so you can easily click to teleport back to the virtual spot. Team notes can also be published - **SHARE** your ideas and observations as a **BLOG** with your fellow team members, all notes are viewable/editable on your company's **IMMERSIVE WORKSPACES** website. And like blogs, your colleagues can also **COMMENT** on journal posts and meeting notes.

STATS



A **CENTRAL** location of **ACCOUNTABILITY**. Records the statistics of usage: including the number of visits and hours **SPENT** in-world. Also **SHOWS** the most popular locations users visit in their **IMMERSIVE WORKSPACE**.

POLLS

TAP into your team's **COLLECTIVE INTELLIGENCE** with daily polls on the website's homepage - a quick, easy voting system to **GATHER** opinions.

ADMIN



Your **IMMERSIVE WORKSPACES** allows for self-administration. Site admins can set up meeting rooms, **CREATE** teams, **CUSTOMIZE** the website and **POST** articles to the news feed.