



## Condeco Meeting Room Booking

Effortless meeting room booking, resource scheduling and visitor management all in one package

Condeco is a scalable software solution for booking meeting rooms and scheduling resources. The software allows you and your client services team to process and manage even the most complex bookings, using a single solution available from any web browser on your company's intranet.

Users have the ability to reserve a meeting room, pre-order catering, request audio visual equipment, manage video conferencing, reserve a car parking space or pre-book a desk – all from one application.

Condeco streamlines the whole process including emailing the resource vendors involved, inviting attendees to the meeting and booking and notifying reception of expected guests. On arrival, the system will print out visitor passes and send an email or text message to notify the meeting host that their guest has arrived.

The application provides a complete audit trail of bookings and uses built-in reports to monitor trends such as room utilization, resource usage and user activity. It can allocate costs to particular rooms, resources and services to provide you with cost analysis and onward invoicing where required.

The system slots seamlessly into your organization with the ability to integrate with your existing applications like Active Directory, LDAP, SAP, MS Outlook, Lotus Notes, Crystal Reporting and SQL Report Services.

Condeco's scalable architecture makes it easy for you to modify and maintain the application no matter how many rooms, resources or locations you have. Condeco is also multi-lingual and multi-time zone so will manage rooms in different countries with ease. In addition, the Condeco application integrates with a variety of Condeco touch screens allowing users to conveniently 'check in and out' of the room, which ultimately further increases room utilization.

The software provides you with a complete room booking and resource scheduling solution, which will meet your needs however demanding and whatever the size of your organization.

To find out more or to arrange a demo  
call +1.646.673.8637 or visit [www.condecsoftware.com](http://www.condecsoftware.com)



## With Condeco you benefit from all the functionality you would expect from a 'Best in Class' room booking solution

### Meeting Room Booking

Whether you let users book rooms, catering and associated equipment in a self-serve environment or let the client team manage all incoming bookings, Condeco adapts to the way you and your team works.

### Catering and Equipment Management

Condeco's booking interface makes it easy to book food and drinks, any equipment that may be needed such as projectors or screens and any supplies such as notepads and flipcharts.

### Visitor Management

Condeco's visitor management system informs your reception of who is arriving in advance, can print off security badges and will notify the meeting host when the visitor arrives. The roll-call feature will keep track of visitors in the building at all times.

### Resource Booking

Condeco supports more than just room bookings; utilizing a familiar calendar grid, you can also intelligently manage and book parking spaces, desks or accommodation. All from the one system.

### Reporting and Admin

The scalable database and intuitive administration tools allow you to adapt Condeco to the changing needs of your business, making sure that your investment is safe. Condeco contains a library of standard reports that provide information on room and resource utilization, user behavior and cost allocations.

### About us

Condeco is a specialist in workspace management software solutions. We pride ourselves on delivering robust technology that maintains flexibility while working towards clients' specific needs. Our dedicated team has a wealth of experience in configuration, installation and training, ensuring our clients get the best knowledge and service available in the market today.



### Our clients include:

- ARUP
- Barclays
- Diageo
- Fidessa
- MoD
- Nomura
- Reuters
- Rio Tinto
- Saatchi and Saatchi
- Standard Bank
- The Economist

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