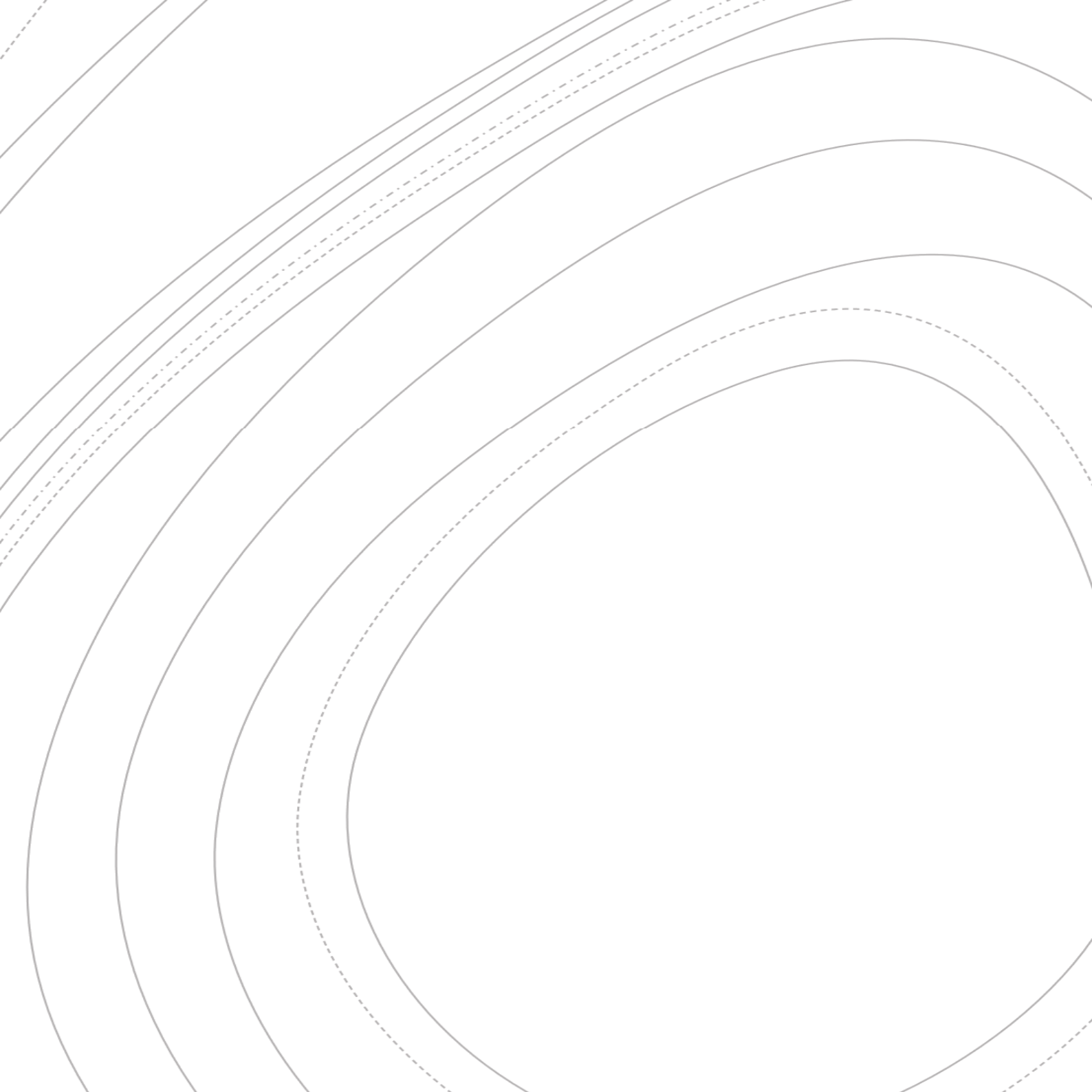


**DESCRIPTION OF “MEETADORE” PROGRAM  
FOR ORGANIZATION AND MANAGEMENT  
OF MEETINGS AND VIDEO CONFERENCES**





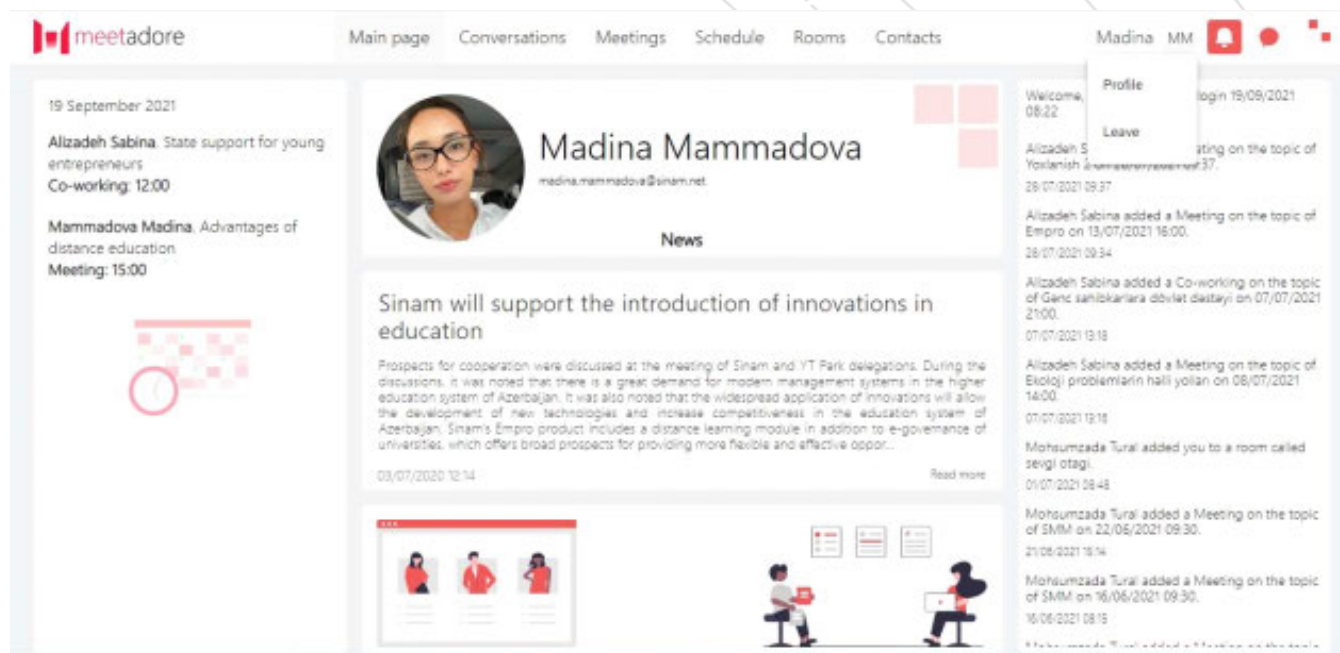
- As innovation technology is reaching up to a more advanced level, all processes are being transformed to digital. Within this effort many companies and educational institutions are kindly forced to restructure their operations by moving internal processes online.
- It is important to use modern software and services in business processes, business negotiations and distance learning, and other online discussions. For this purpose, SINAM's highly qualified programmers have developed the MEETADORE software product, which meets modern requirements for organizing and conducting online events, video conferences, seminars and broadcasts with a large number of participants. This document contains a description of the MEETADORE program, the working process of its functional modules, as well as software and hardware (technical) requirements. This information is useful not only for managers of companies and educational institutions, but also for those who need a quality tool for "live" online communication.

## Instructions

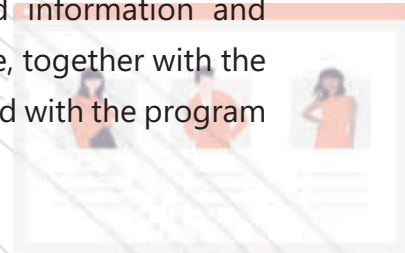
- The MEETADORE program is designed to provide efficient and intuitive access to video conferencing and meeting. Following registration, users arrive at the main page of the program, providing immediate access to the tasks of the day, as well as allowing them to navigate to further features in the menu bar above. The program offers a wide range of functionality, including modules such as "Conversations", "Meetings", "Schedule", "Rooms", "Contact", as well as customizing one's profile, which are described in the text below.

- The To connect to the video-meeting and conference, go to the start page of the MEETADORE program: <https://meetadore.az> and enter the registration information (e-mail and password). If you do not have a registration record, then you need to go to the registration form using the "Registration" option and register in the program by entering the required information.

## Functionality of MEETADORE program

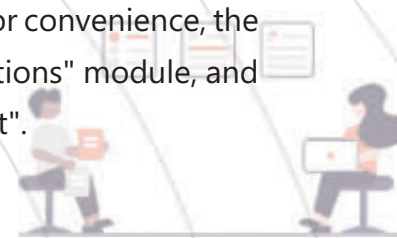


- The main page of the MEETADORE program consists of 4 main blocks: user information, information about events scheduled for the current day, news feed information and notification bar information. The intuitive-clear interface of the main page, together with the application and active elements panel, allows users to easily get acquainted with the program and move freely on the required functionality.



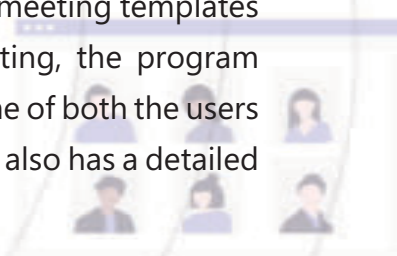
## Conversations

- The "Conversations" functional module allows text and video communication with program users and meeting and conference participants. The distinguishing feature of the "Conversations" functional module from the "Chat" tool is that it has the ability to quickly switch rooms and join meetings, as well as add users to meeting rooms. For convenience, the history of correspondence within the "Chat" is reflected in the "Conversations" module, and the correspondence in the "Conversations" module is reflected in the "Chat".

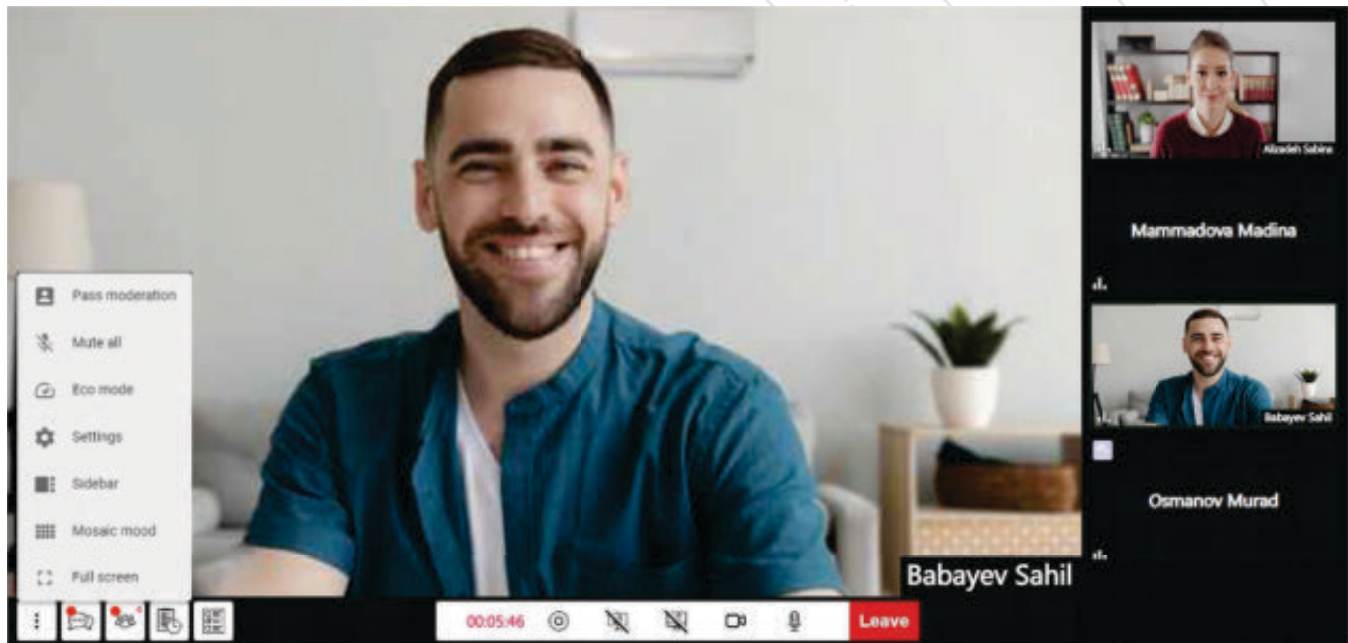


## Meetings

- The "Meetings" module has a set of functionality to create and conduct different types of meetings: co-working, video meetings, conferences, interviews and distance learning. To create new meetings for convenience and time savings, the user can use meeting templates with pre-installed options. When a user is added to a group or meeting, the program automatically provides information about the meeting place, date and time of both the users in the program and the users added by e-mail. The MEETADORE program also has a detailed recording function and the ability to conduct voting, surveys and tests.



- The functionality of the MEETADORE program allows you to conduct video meetings and conferences without losing the auditor and video quality.
- The program provides a moderator to support and coordinate the rules of the meeting and conference proceedings. Unlike other participants, it is expanded by the ability of the moderator to keep the minutes of the functional meeting and manage the transfer of the role of the speaker to one or another participant. The main types of interfaces for moderators and video conferencing and conference participants are described below. Video footage of the meeting/conference participants is displayed in the "black windows".





## Schedule

- The calendar visually displays all planned and scheduled dates, events, and appointments. The calendar is created automatically and is designed for viewing.

## Rooms

- In the "Rooms" module you can easily and quickly create rooms for meetings and conferences, invite participants and add additional work, share through the links of the meetings. Here the user selects the type of meeting or conference: "one to many" or "many to many". The user can change or delete the information about the scheduled meeting. Of course, all the listed functionality also applies to the "Meetings" module, however, the distinguishing feature of the "Rooms" module is the quick access to the rooms for meetings and the lack of meeting minutes and surveys and voting.

## Contacts

- Through the "Contacts" module, the user gets access to his contacts database by viewing detailed information about the selected person (place of work, position, contact information, e-mail, number of his contacts, number of meetings and rooms assigned to him, etc.). Here the user has the opportunity to search for new users, send them queries and save them in their contact database. The user can accept and reject requests from other users to add to the contact. Active contacts, sent and received requests are sorted in the appropriate lists and presented to the user in a transparent manner.

## Leaving MEETADORE program

- Leaving from the MEETADORE program is done by clicking on the profile (initialization of the name) and selecting "Leave".



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