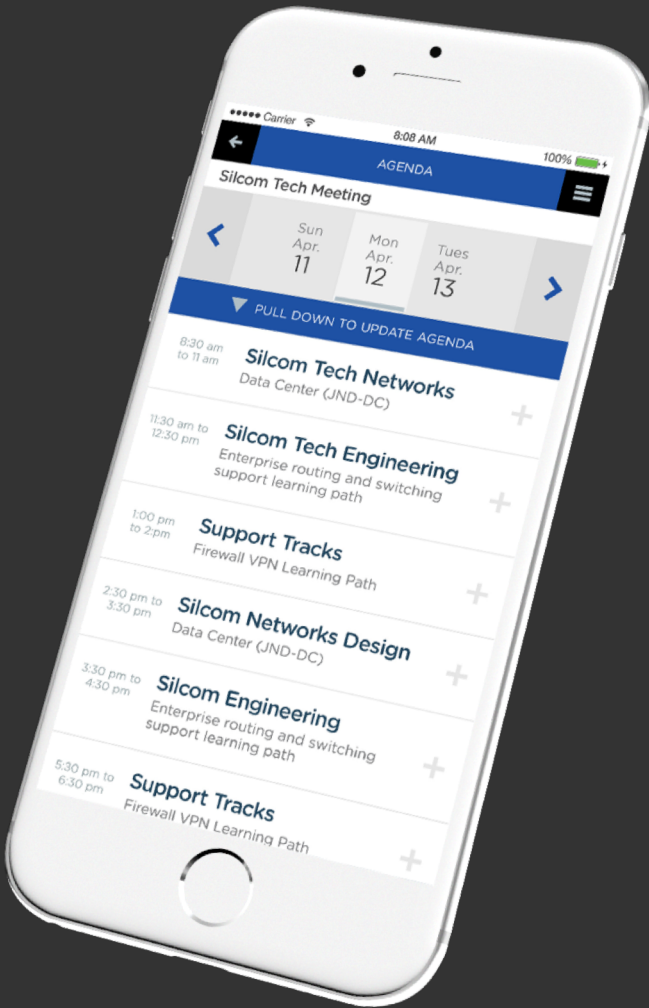# AGENDAS The When, Where, What, Who

Enhanced agendas provide a detailed day-by-day guide for meetings and events for top-of-mind access.

TOP OF MIND

Dates, times and room names are included for a default view of the overall event with deep links to easily browse daily activities.

MY AGENDA

Quickly add sessions to your calendar for a more personalized track with options to set a reminder for each agenda item.

INSTANT UPDATES

Make updates in real-time to adjust to shifting timelines and manage expectations in an instant

ENTITLED TRACKS

Configure micro-groups within an event for more diversified sessions that are relevant to specific entitled users.

SUPPORTING MATERIAL

Agenda details such as name, time, description, location, maps, speakers, and eContent can be accessed for deeper insights.

AGENDAS are the most important feature of any event or meeting and is a critical component for effectively managing expectations.

Event managers and attendees alike will find how easy it is to plan, manage, and update day to day activities for your event through the power and flexibility of agendas.