BRAINLOOP

FACT SHEET | BoardSuite

Next Generation Board Portal

FULL 360° MEETING CYCLE SUPPORT

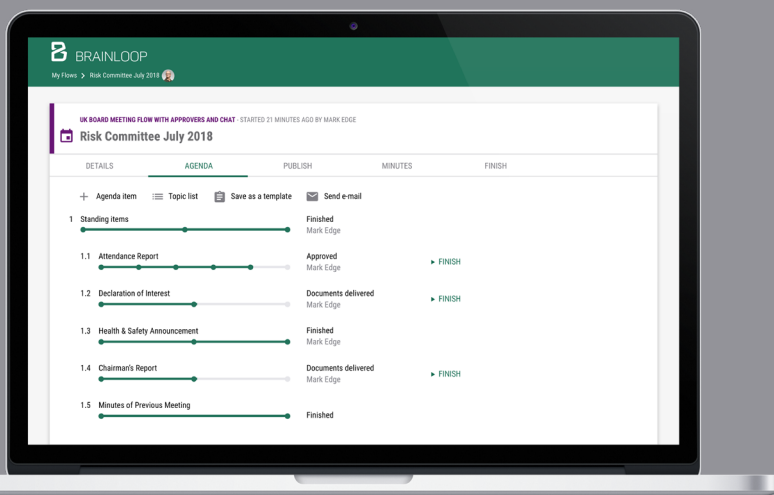With today's board communications, security, compliance and efficiency are of crucial importance.

The innovative Brainloop BoardSuite guarantees all these things – for the entire lifecycle of your meeting and beyond. With Brainloop BoardSuite, you can now automate the collation of meeting materials as well as safeguard the process of creating and distributing your meeting documents. Minutes are produced automatically for approval and distribution.

FOR THE BOARD OFFICE

> Workflow-driven collation of materials for the meeting pack

> Truly dynamic agendas built with drag and drop, including automated timings for your meeting

> Native working experience with our MS Office integration

> Auto versioning and easy PDF conversion

> Automatic board pack creation, distribution and update

> Run your meeting in BoardSuite, take minutes and capture actions

FOR BOARD MEMBERS

> Support for all devices - Windows, iOS, Android

> Annotations preserved on packs throughout update process

> Easy pack navigation by agenda

> Full text search functionality
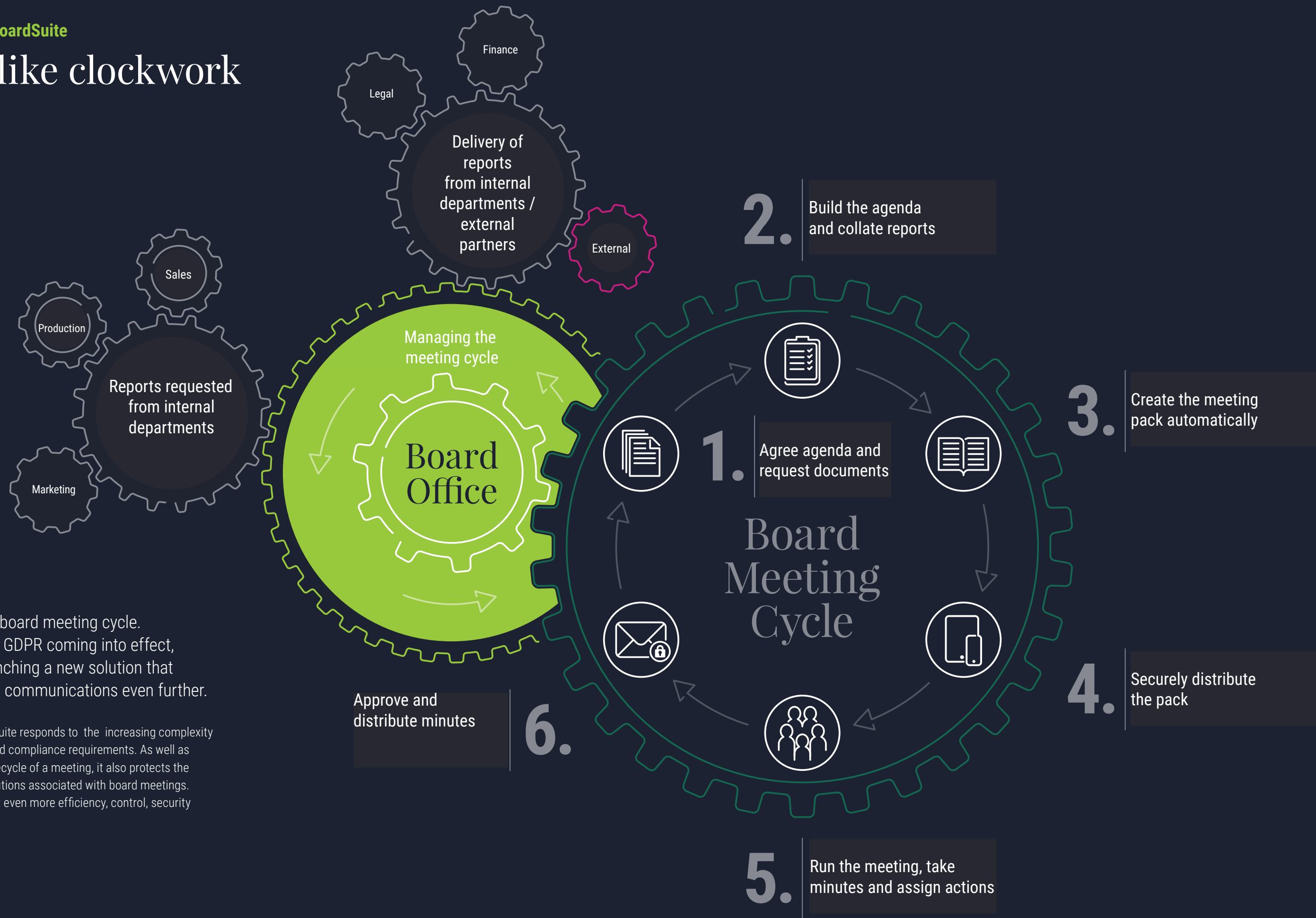
> Maximum security - online and offline

"The Brainloop Board Portal is easy for board members, efficient for administrators, great for the environment and we get peace of mind that everything is safe and secure."
Stuart Hammond, Group Finance Director, Osborne

"After reviewing the market, we chose Brainloop because we felt it was the best technological and secure solution for our Board papers. We now know that our board packs are more efficient, easier to update and change, and secure." **Ruth Sutton, Assistant Company Secretary at Ocado**

Brainloop BoardSuite

Run like clockwork

Finance

Legal

Delivery of reports from internal departments / external partners

External

Sales

Production

Reports requested from internal departments

Marketing

Managing the meeting cycle

Board Office

2. Build the agenda and collate reports

3. Create the meeting pack automatically

1. Agree agenda and request documents

Board Meeting Cycle

4. Securely distribute the pack

Approve and distribute minutes **6.**

5. Run the meeting, take minutes and assign actions

Automating the board meeting cycle.
In good time for GDPR coming into effect, Brainloop is launching a new solution that optimises board communications even further.

The Brainloop BoardSuite responds to the increasing complexity of governance, risk and compliance requirements. As well as securing the entire lifecycle of a meeting, it also protects the documents and resolutions associated with board meetings. The benefits are clear: even more efficiency, control, security and productivity.

Thames Water

"With the Brainloop Board Portal, we are able to securely build and manage board packs from home or any other location or device. And this is a huge benefit." **Deputy Company Secretary at Thames Water**

Travelex worldwide money

"We chose Brainloop for its clever document sharing platform and its ability to give board members easy and secure access to documentation wherever they are." **Sylvain Pignet, Group Company Secretary at Travelex**

BRAINLOOP BOARDSUITE: BETTER CONTROL, MORE EFFICIENCY

Life-cycle meeting support helps staff be more productive:

> Brainloop Meeting Flow guides them securely through the meeting cycle

> Automatic reminders sent to departments supplying information reports

> Integrated chat for collaboration on reports/papers

> Full control over the status of information to be supplied

> Automated creation of meeting packs with dynamic agenda, timings, cover page, tabs, sections and page numbering

Easy creation of meeting packs:

> Upload existing documents or folders with drag-and-drop

> Easy editing of individual documents with full version control – even after the meeting pack has been created

> Document level security and access controls, even within the meeting pack

> Meeting pack is automatically updated when individual documents are changed. Notes and annotations are preserved

> Management of resolutions and approval processes

BRAINLOOP HELPS YOU

> Plan and implement your board solution to achieve project success

> Train your administrators and board members

> Solve issues with skilled 24/7 support hotline in multiple languages

70%
of Germany's DAX30 companies use Brainloop solutions

BENEFITS FOR BOARD MEMBERS

> Fast and intuitive access to information and documents on any device

> Meeting calendar linked directly to the current meeting pack

> Easy to add and share notes and comments

> Full-text search, thumbnails and bookmarks help users quickly pinpoint the information they need

> Easy and secure voting, even on the road

> Online and offline access

> Synchronisation of all meeting-related documents ensures users always have the latest information

> Local app content is deleted if the device is lost or stolen

SECURITY AND COMPLIANCE

> EU data storage

> Tamper-proof audit trail of all activities

> Full lifecycle meeting management

> Automatic deletion of app content if mobile devices are lost or stolen

> GDPR ready

> 256-bit encryption on the server, during data transmission and on mobile devices

> Integrated rights management

> Two-factor authentication (optional)

> Shielding from provider staff and IT administrators

> ISO-certified operation

Pro. "Brainloop's training and customer care are fantastic. It's always easy to get hold of somebody, even on weekends, and the helpdesk has always been reliable." **Mike Dalzell, Company Secretary at Pro**