



## Choose LexisNexis® Smart Meeting

Delegate a “to do” to us. Automate company research with LexisNexis® Smart Meeting.

LexisNexis® Smart Meeting sends company reports with late-breaking news—executive moves, competitive updates and more—to the person that needs it, when they need it—with only a few clicks from you.

Ensure the individuals you support are totally prepared for their next business meeting with **just-in-time, mobile-friendly reports** that deliver the latest intelligence—critical details such as financial results, recent M&A, executive changes and more.

Only LexisNexis Smart Meeting integrates with Microsoft® Outlook® Calendar—no additional program to open or special steps to remember. You trigger briefing reports as you schedule or accept meetings in Microsoft Outlook.

Reports are delivered via email at the time you request—automatically—with updates on any prior company research. With coverage on over 80 million companies and 26,000 news sources, we can help you keep your company up to date on companies and executives of interest.

**Deliver current information in easy-to-read formats and make your team look knowledgeable, credible and prepared.**  
**Plus:**

- Meeting prep is quick and easy—no extra tasks
- Save time by scheduling reports simultaneously through your Outlook Calendar function to automatically send information about companies with whom the individuals you support are meeting
- Keep informed of changes that may have occurred since the initial research
- Capitalize on spare minutes with research that can be read on the go! Reports are delivered in a mobile-friendly format, so they can be reviewed where and when it's necessary

# Schedule a meeting; trigger your just-in-time update automatically!

LexisNexis Smart Meeting access is integrated with your Microsoft Outlook calendar.

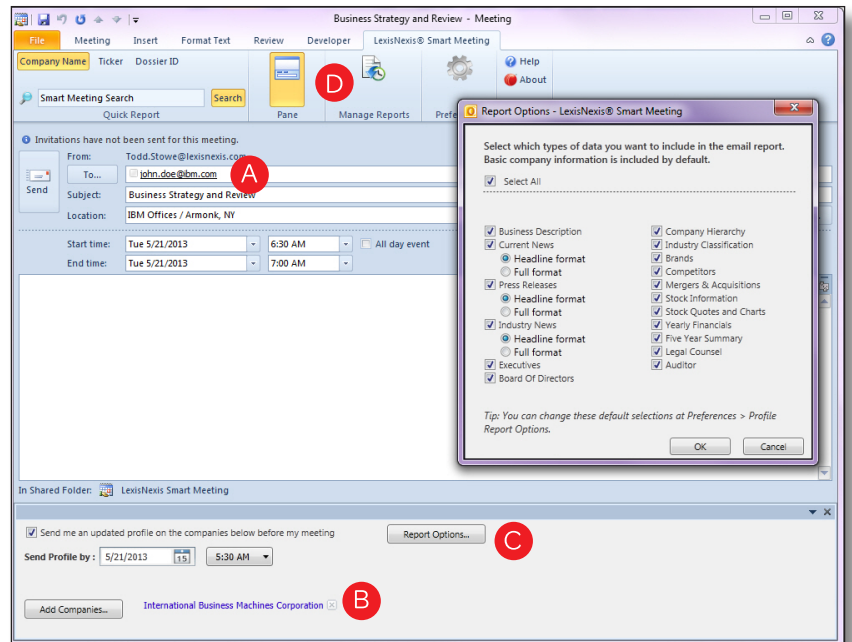
## Report updates are easy to request

- A** Schedule meetings just as you do now, including the attendees' email addresses in the "To" field.
- B** LexisNexis Smart Meeting will attempt to match the domain name in the recipient and sender addresses against thousands of LexisNexis stored company domains.

You can manually add company names as well. Click the **Add Companies** button and enter a company name, ticker symbol or LexisNexis® Dossier ID number.

## Customize your update reports if you choose

- C** Delivery time defaults to one hour prior to the meeting. Change the delivery time to any time prior to the meeting start. Click the **Report Options** button and choose specific information you want delivered in the report—relevant to that particular meeting and business relationship.



## Get easy access to LexisNexis Smart Meeting Tools

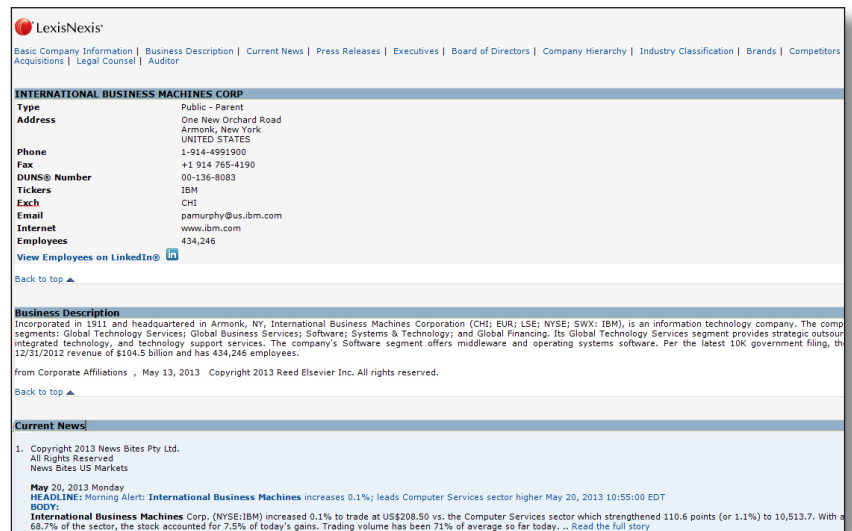
- D** The ribbon across the top of your calendar screen lets you Manage Reports—report archives as well as reports scheduled. Activate reports early if needed! Also quickly edit Preferences. Even conduct research from this ribbon by entering a company name, ticker symbol, etc.

## Reports arrive when and where you expect them ...

... to the email account you specify, as the recipient waits for the meeting to begin, the evening before—or whenever there is time to prepare.

## LexisNexis Smart Meeting is designed specifically for business professionals ...

... who depend on comprehensive, timely and accurate business intelligence when interacting with other companies and their representatives.



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