

a complete range of meeting services

writing • transcription • translation • interpretation • audience response systems • badges • event software

[ubiquus]

www.ubiquus.co.uk

What do you need to make your meeting work?

We offer services to help you make the most of your meetings and events – delivered with superb quality and speed

Identifying and networking

Our badges are the perfect way to encourage networking and set the tone of an event from the very start.



Foreign language services

With translation and interpretation in 70 languages, plus all the equipment you need, we make communication easy.



The Ubiquus solution

We bring more than 15 years' experience and a presence in five countries to our understanding of your requirements.



Click on any service for more info

Online event registration



An easy and attractive way to send invitations, encourage delegates to register online, and track responses.

Audience response systems



If you want to add interest, improve participation or solicit opinion, our Sentsi voting systems are the answer.

Written event records



For the record, our summaries, reports and verbatim transcripts are timely, accurate and tailored to your needs.



Writing and transcription

Communicating, informing, archiving

If your meeting is worth holding, the content is worth capturing. A written report of a meeting is critical, whether you intend to distribute it to participants, post it on your website, use it to check quotes, or create an authoritative archive. Working with exceptional speed and accuracy, Ubiquis writers can provide the definitive record.

[Click to request a quote](#)

Type of meeting	Ubiquis solution
<ul style="list-style-type: none"> • Legal context • Formal interviews • Where precise words matter 	Commercial Verbatim
<ul style="list-style-type: none"> • Annual General Meetings • Plenary sessions • Financial results 	Full Transcript
<ul style="list-style-type: none"> • Roundtable meetings • Thinktanks • Seminar sessions 	Revised Report
<ul style="list-style-type: none"> • Disciplinary or grievance hearings • Breakout sessions and workshops • Free-flowing discussion or debate 	Standard Summary
<ul style="list-style-type: none"> • Informal meetings • Management meetings • Where a recording is not permitted 	Brief Summary
<ul style="list-style-type: none"> • For web publication • European Works Councils • As an index to a Full Transcript 	Executive Summary
<ul style="list-style-type: none"> • Public consultations • To recap a series of meetings or surveys • Foundation for policy documents 	Thematic Summary

Translation and interpretation

Bridge the language barrier with ease

In the context of organisations that work internationally, it's essential to have a clear, accurate understanding of colleagues and clients who speak foreign languages – and for them to understand you. Ubiquis' expert translators and interpreters help you achieve clarity in every language.



Translation of documents

- To and from **70 languages**
- **Precise and fluent** translations
- **Any size** project, 100 words or 100,000 words

[Click to request a quote](#)



Real-time interpretation

- **Any size** meeting, large or small
- Highly **qualified** and specialised interpreters
- **Mother tongue** levels of fluency

[Click to request a quote](#)



Equipment hire

- **A complete range** of interpretation and recording equipment
- **Expert advice** and our technical assistance onsite

[Click to request a quote](#)



Disability access

- **Speech to Text (STT)** real-time captioning for deaf delegates
- **Braille, British Sign Language** and more

[Click to request a quote](#)



Event registration platform

Showcase, invite and manage

Why spend more time or money than necessary on organising your event? Our internet-based event management platform showcases your event with a dedicated website. Delegates register online, and you can easily send personalised invitations and reminders. Afterward, use our automatic reports and analysis to inform your next event.

- **Fully online** – no need to install additional software
- Efficient and **cost-effective**
- **Professional** look and feel
- **Easy management** of your attendee registration and follow-up

[Click to request a quote](#)

Name badges

Network, identify, set the tone



Good badges make good first impressions. Set the look and feel of your event with badges you'll be proud to show off. Our service removes the time and cost burden of in-house production and gives you a result that will impress.

- **Fast turnaround** to meet your deadlines
- Professional graphic design **included at no extra cost**
- **Customised** with names, titles, logos, designs...
- **High-quality** four-colour digital printing for superb colour and clarity

[Click to request a quote](#)



Audience response systems

Increase participation and interaction

Ubiquis' Sentis division uses interactive voting as one of several tools to improve the potential of your event. Our audience response systems make it possible for meeting organisers to collect opinions, reach a consensus or educate participants – in real time. Our expert consultation can help you make the most of new interactive technologies.

- Make your meeting **more dynamic**
- Voting results immediately or **when you choose**
- **Any size** meeting or conference
- **Full report** of your meeting

[Click to request a quote](#)





**More than 6000 clients worldwide
trust Ubiquis**

**Ubiquis can help you improve the outcome of any meeting –
working with you before, during and after the event**

Internal communications

- Seminars and conventions
- Board meetings
- Disciplinary and grievance hearings
- Training courses
- Webcasts and conference calls
- Committee meetings

Financial communications

- Results presentations
- AGMs
- Shareholder briefings

Events

- Conferences and symposia
- Plenary sessions
- Breakout groups
- Roundtables
- Workshops
- Seminars
- Awards ceremonies

External communications

- Press conferences
- Public consultations
- Focus groups
- Panel discussions

Commercial relations

- Launch of new products and services
- European Works Councils, SNBs and other negotiations
- Instruction manuals
- Technical notes and guides

Legal communications

- Court cases
- Arbitrations
- Public inquiries
- Tribunals
- Interviews

[ubiquis]

Cliffords Inn
Fetter Lane
London EC4A 1LD

Tel. +44 (0)20 7269 0370
Fax +44 (0)20 7405 9884
www.ubiquis.co.uk

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Abbey
Accenture Financial Services
Aon Ltd
Aspect Ltd
Architects Registration Board
Audit Commission
BBC
Bear Stearns
British Council
Browne Jacobson LLP
BT
BP
Cadbury Schweppes
Central Office of Information
Channel 4
City & Financial
Clifford Chance
Competition Commission
Cookson Group
Crown Prosecution Service
Department for Work and Pensions
Department of Health
Disability Rights Commission
Euromoney
European Metalworkers Federation
Financial Times
Fujitsu
Greater London Authority
Hearing Aid Council
HM Court Service
HM Revenue & Customs
Immigration and Nationality Directorate
Innovene
Jack Morton
KPMG
Microsoft
National Institute for Health and Clinical Excellence (NICE)
Nursing and Midwifery Council
Olive 360
OFCOM
Office of Fair Trading
Office of Rail Regulation
Orange
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