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Summary writing and transcription

- Capture meeting content
- Inform colleagues, clients and stakeholders
- Maintain an archive
- Distil complex information

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If your meeting is important, a written record is essential. Ubiquus captures the words spoken at your meeting in high-quality documents, delivered to meet the most demanding deadlines. Our range of solutions considers the purpose of the document, its target readership and the method of dissemination – to produce records that are genuinely useful.



INTERNAL COMMUNICATIONS

Seminars and conventions
 Management meetings
 Disciplinary and grievance hearings
 Committee meetings



FINANCIAL COMMUNICATIONS

Annual General Meetings
 Results presentations
 Shareholder briefings



COMMERCIAL RELATIONS

European Works Councils
 Roadshows
 Product launches



EXTERNAL COMMUNICATIONS

Press conferences
 Public consultations
 Focus groups



EVENTS

Conferences and symposia
 Roundtables
 Workshops
 Seminars



LEGAL COMMUNICATIONS

Court cases
 Arbitrations
 Tribunals
 Interviews

UBIQUUS QUALITY

[1] By attending your event or working from audio, our writers create your document



[2] A thorough editorial process ensures its quality



[3] Your document is delivered on time, even under the most demanding deadlines



[4] More than 97% of our first drafts are accepted as final. If you require revisions, we'll make them immediately.

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A document to meet your needs

REPORTS

Where each piece of information is as important as the next, reports provide the complete proceedings.

Commercial Verbatim

22-23 pages per hour of meeting

Commercial Verbatim documents retain everything that is said, in the way it is said, but 'umms' and 'ahs' and stutters are removed, and basic grammatical mistakes are corrected.

Full Transcript

16-19 pages per hour of meeting

Full Transcripts retain everything that is said, except for housekeeping comments (eg, 'Coffee is at 10') but in a form that translates effectively in a written document. Incorrect grammar or vocabulary is altered to provide a well-written, presentable report.

Revised Report

11-12 pages per hour of meeting

The Revised Report retains all the meaning of what is said, but incorrect grammar or vocabulary is altered and the content is rewritten so that the page yield is reduced by up to 60%.

SUMMARIES

Concise and efficient, a summary is an excellent choice for web or email distribution, or where the information must be understood and acted upon quickly.

Standard Summary

6 pages per hour of meeting

The Standard Summary uses rewriting and the selection of primary information over secondary information to achieve its page yield.

Brief Summary

4 pages per hour of meeting

Only the information that goes to the heart of the speaker's message is retained. We discuss with the client beforehand what issues and themes are most important so that these can be brought out in the document.

Executive Summary

2 pages per hour of meeting

This is an enhanced outline of the meeting, perhaps closest to what is traditionally known as 'minutes.' This type of report is normally guided by the interests of the client to include certain information.

CASE STUDIES

[1] Roundtables.

A publisher hosts discussions among financial experts. Our Full Transcript provides a fluent, readable and accurate record of each important meeting.



[2] Disciplinary Hearings.

A large investment bank needs to ensure that its HR hearings are captured quickly, accurately and impartially. The Ubiquus Standard Summary provides the solution.



[3] Conferences.

A government department holds a series of conferences to lay the groundwork for new policy. Our Brief Summary is posted on their website, distributed by email, and used as the basis of a report to ministers.

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Our promise

Speed.

We understand that the outcome of your meetings is time-sensitive. We promise to meet your deadlines so you can get the maximum value from your meetings.

Quality.

Our document standards are second to none. We work with our clients from the planning stages to ensure that the document we deliver is the right one for your needs.

Reliability.

Our clients know they can trust us with the most sensitive material. We take confidentiality and security as seriously as you do, and our procedures protect your important data.

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