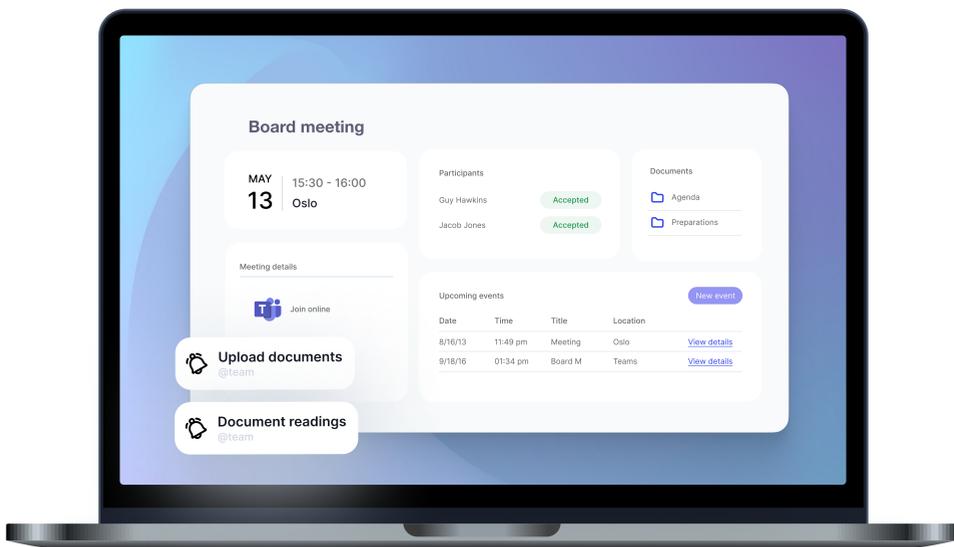




ETAIN

Meeting planner



It's time to let lawyers be lawyers.

The seamless solution for efficient meeting coordination within Thomson Reuters HighQ. With its sleek interface, any user can effortlessly send white-labelled calendar invites to team members and project participants directly from HighQ.

Unlock the potential of HighQ for real-world use cases such as board management, project meeting management, focus group scheduling, and scheduled team meetings with our user-friendly add-on. Embrace a more efficient and organized approach to meeting planning, all without the need for coding or technical maintenance.

Experience the convenience of real calendar invites integrated into HighQ, streamline your meeting preparation process, and reduce reliance on excessive emails. With auto-generated Teams links and automatically generated document folders linked to each meeting, Etain Meeting Planner enable smooth collaboration and centralized access to relevant materials.

What you get.

Seamless Meeting Management

Effortless meeting coordination with Meeting Planner. Create Outlook meetings from HighQ, manage invites, and send domain-based invitations. Advanced calendar view, response tracking, and conference room admin.

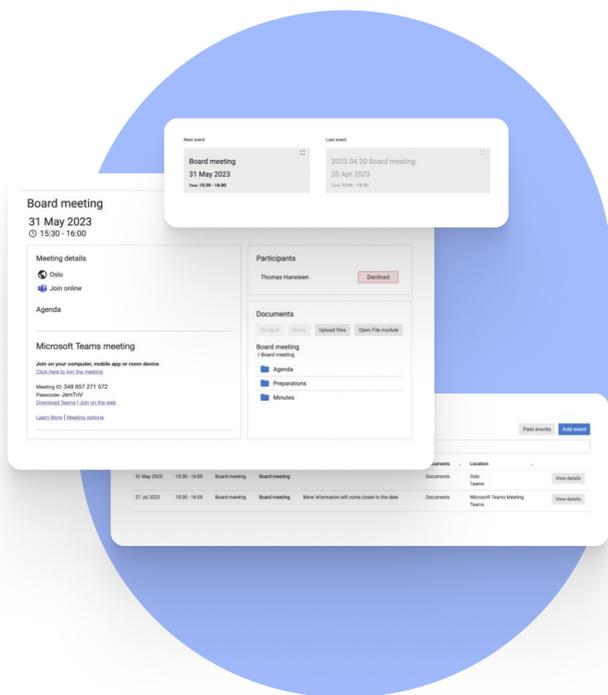
Efficiency and Document Organization

Streamline your meetings with Meeting Planner's templates, folders, and subfolders for document management. Attendees can access and add files directly from the platform, ensuring a seamless meeting experience.

Ideal for Board Rooms and Large Projects

Meeting Planner is not just a convenience but a cornerstone for ensuring that high-stakes meetings and substantial projects progress with precision, driving an unparalleled level of productivity and organization that is essential for your business's success.

Manage projects and meetings with HighQ's top event planner.



Real calendar invites

Send and manage real calendar invites with Teams links directly from the context of any HighQ site, allowing for true in-site meeting planning.

Meeting document folder

Auto-generate custom folders and subfolders for custom meeting types with all invites sent from the meeting planner.

Custom notifications

Customize notifications for specific user groups to remind about document uploads and document readings.

Explore with a free trial

Unleash the possibilities! Begin your free trial and witness firsthand how our products can streamline your operations.

[Get access](#) →

Getting started.



Exploration workshop

Free-of-charge workshops with real-world use cases for add-ons.



Minimum effort implementation

Etain add-on's require close-to-none time and resource investment to start using.



Need based solutions

Etain add-on's are customizable to fit specific needs, available on request.



Free trial period

Take advantage of a free trial to test out our tools and witness seamless efficiency.

Contact us

info@etain.no

etain.no

[linkedin](#)

[instagram](#)

About

All Etain HighQ Add-Ons are developed by legal process experts in collaboration with leading law firms and their clients, capturing the "best of breed" from multiple disciplines in multiple jurisdictions. Etain Add-Ons to HighQ are compatible with HighQ Collaborate, and some may also be made available for HighQ Publisher upon request. The Add-Ons are embedded in Etain's HighQ Solutions for Legal (HighQ Collaborate Templates) but are also available on a stand-alone basis. Customer-specific adjustments to all Add-Ons are available on request.

Etain has years of experience with enabling HighQ customers to make the most out of their investment in HighQ. Our expertise ranges from deep knowledge about the HighQ API, to building both simple and sophisticated solutions for specific purposes based on HighQ.