convene

Smart. Simple. Secure.

Experience Convene

The Trusted Board Governance Solution

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Smarter Meetings, Better Governance

Convene is a Level 1 B-BBEE-Certified board governance solution designed to uphold good governance practices in your organization. With features that make meetings and decision-making more efficient, ensure government-approved security, and enable system flexibility and transparency, Convene lets executives, directors and board secretaries work more productively, without sacrificing security.

Guided by a strong insight into the leadership and governance needs of organisations and with the backing of its innovative and highly-trained development team, Convene promotes active collaboration, accountability, and transparency through its powerful features and functions.

In Africa, we have successfully expanded to 23 countries across different sectors including central banks, government agencies, and listed companies. Globally, Convene is used in over 100 countries — helping executives and administrators govern better and make smarter meetings.

Benefits

Streamline Decision Making

Using Convene's comprehensive meeting management tool, executives can easily collaborate in real-time and make informed decisions anytime, anywhere.

Build Trust and Confidence

Promote transparency and accountability through monitoring and tracking of actions and secure storage of pertinent documents.

Boost Collaboration and Productivity

Reduce time and effort spent in preparing for meetings and free up resources, allocating them to more value-adding projects instead.

Increase Workplace Efficiency

As a paperless solution, Convene can simplify your meeting processes while helping you achieve sustainability targets.

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Make all your meetings smart, simple, and secure.

1 Build the Agenda

Drag and drop files to create an agenda and publish to all with one click.

2 Review Papers

Make private or shared annotations both online or offline.

3 Meet and Discuss

Present, collaborate, and share notes on any device.

4 Take Action

Review meeting packs, action points, and minutes instantly.

Product Features

Full-System Ownership

Convene gives its clients full ownership of their system, granting administrators total control in terms of user management and permission management. With Convene's permission-based settings, confidential board materials and documents are safeguarded at all times.

Powerful Meeting and Presentation Tools

Enhance boardroom performance, collaboration, and productivity with Live Meeting tools such as Shared Annotations, Laser Pointer Tool, and Page Synchronisation.

Voting and Resolutions

Review, annotate, and make decisions anywhere and anytime on your platform of choice – may it be iOS, Android, Mac or Windows.

Action Items and Audit Trail

Monitor deliverables and activities at any level within the application and admin portal, promoting a culture of transparency and accountability.

User-Friendly and Intuitive Interface

Engineered to be extremely easy and intuitive to use for both directors and secretaries. In fact, users can learn how to use the tools and functions of Convene in as fast as 30 minutes. When needed, unlimited training and 24/7/365 global support are available.

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Global Support

Convene's team of highly-trained product support specialists is passionate about and dedicated to providing enterprise-level service and support to clients, wherever they are and whenever they are. Convene's global support centre operates 24x7, 365 days a year to serve clients in over 100 countries worldwide.

- ✔ Live product support specialists to respond via phone call, email, or chat within seconds
- ✔ Zero queue rates for calls and chats
- ✔ Timely and accurate responses within a single call
- ✔ 98% first call resolution rate
- ✔ Tailor-fit responses and resolutions
- ✔ Ticket monitoring system to manage support queries

Government-Approved Security

With the highest security standards recognised by the industry, Convene supports board confidentiality and regulatory compliance policies to help organisations build trust and confidence. Convene also leverages the latest technology to help customers face threats at all attack surfaces, ensuring the security, availability and integrity of the system.

Full-System Ownership

- ✔ Account Management and Role-based Access Control
- ✔ User Logs and Activities
- ✔ Password Policies
- ✔ Session Timeout and Sign-in Retries
- ✔ Secure User Authentication
- ✔ User ID and Password
- ✔ Touch ID
- ✔ Active Directory Integration*
- ✔ Multi-Factor Authentication**

*Lightweight Access Directory Protocol (LDAP) or Active Directory Federation Services (ADFS)
**One-time Pin (OTP), Device Registration

Document Security

- ✔ Password Protection, Copy Restrictions, and Watermarks
- ✔ Scheduled Document Archival and Disposal
- ✔ Multi-Level Encryption

Data at Rest	Data in Transit
• AES 256-bit encryption • Three-tier key management	• 2048-bit Transport Layer Security (TLS) • RSA 2048-bit encryption

Device Security

- ✔ On-the-Fly Decryption Model
- ✔ Remote Data Wipe and Automatic Purge

Convene has partnered up with the leading provider of cloud services in the industry, Amazon Web Services (AWS), to guarantee that client data is protected on all levels.

- • AICPA (SOC 1/2/3) compliant and ISO 9001, 27001, 27017, and 27018-certified hosting facilities
- • Exclusive, single-tenanted environment
- • 24/7 Intrusion Detection and Prevention Systems
- • Firewalls, AWS Guard Duty
- • Daily automated backups
- • Multiple availability zones
- • Internal security testing and external penetration testing
- • AWS vulnerability scans

Features

Meeting Management and Collaboration

Pre-Meeting Management

- ✔ Schedule and publish one- or multi-day meetings
- ✔ Build the agenda via drag and drop
- ✔ Circulate meeting packs and last minute amendments in one click
- ✔ Monitor agenda delivery status
- ✔ Send and receive meeting notifications
- ✔ Create Private or Shared Annotations online or offline

Meeting Presentation

- ✔ Conduct remote meetings
- ✔ Present, vote, and collaborate in real-time and on any device
- ✔ Use live meeting tools such as Shared Annotations, Laser Pointer Tool, and Page synchronization
- ✔ Navigate through the board pack by agenda item or page thumbnail
- ✔ Take meeting minutes and notes easily

Post-Meeting Management

- ✔ Send Meeting Summary instantly via email
- ✔ Export meeting pack as PDF for distribution and record keeping
- ✔ Generate minutes instantly using a custom template
- ✔ Review meeting packs and minutes
- ✔ Track and monitor action points

Powerful Collaboration Tools

- ✔ Manage documents using Document Library
- ✔ Cast votes in real time
- ✔ Circulate resolutions
- ✔ Track the status of review of documents with Review Room
- ✔ Post and share company news and updates
- ✔ Sign documents anytime, anywhere

Government-Approved Security Features

User Accounts, Document, and System Security Preferences

- ✔ Configure system settings and customize access rights
- ✔ Track user logs and activities
- ✔ Ensure account security with customized password policies and expiration periods
- ✔ Set session timeouts and limit sign-in retries
- ✔ Protect documents with Multi-Level User and Document Encryption
- ✔ Add customizable watermarks to meeting documents

Device Security

- ✔ Access encrypted files on storage
- ✔ Delete stored offline data downloaded to a device remotely if it is lost or stolen

Secure User Authentication

- ✔ Touch ID
- ✔ Active Directory Integration**
- ✔ Multi-Factor Authentication***

Hosting Options

Cloud (Hosted)

Amazon Web Services

- ✔ AICPA (SOC 1/2/3) compliant and ISO 9001, 27001, 27017, and 27018-certified hosting facilities
- ✔ Data Segregation
- ✔ Multiple Availability Zones
- ✔ 24/7 Intrusion Detection System (IDS) and Intrusion Prevention System (IPS)
- ✔ Back-up and recovery

On-Premise (Self-Hosted)

* Data at rest is protected with AES 256-bit encryption while data in transit is protected with 2048-bit Transport Layer Security and RSA 2048-bit encryption

** Access Directory Protocol (LDAP) or Active Directory Federation Services (ADFS)

*** One-time Pin (OTP), Device Registration

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Convene has changed the way our clients meet.

Our satisfied clients in the private, government, and nonprofit sectors in over 100 countries worldwide are a testament to our unparalleled dedication in providing a secure platform to streamline decisions and improve governance. **We make sure you move forward—without any compromise.**

"Round robin resolutions took months to get signed by all board members because the documents had to be sent to one director at a time," Johan notes. With Convene, signing documents is less tedious and time-consuming as the software enables them to distribute important documents to all directors with one click.

Johan Delport
CEO
Shield Life Limited

"The Convene app is so good at what it does, they don't have to print anything anymore. It works on every platform so every user can access it. That in itself has made our admins' lives easier. They don't have to print ridiculous amounts of paper and packs for the users and then set up the meeting and presentations within an application as well."

Chris Spanias
Solution Architect,
Tesco PLC

"With its highly efficient board portal for iPad, Android, Windows and Mac, Convene was a clear winner, offering great value for comprehensive features, such as ADFS, intuitive design and stringent security."

Thayne Shaffer
Senior Vice President and Controller,
America First Credit Union

Book your free demo today, set up a trial, or request a quotation.

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Organisations in Africa and around the globe have experienced the difference.

Accolades, Integrations, Affiliates and Partners