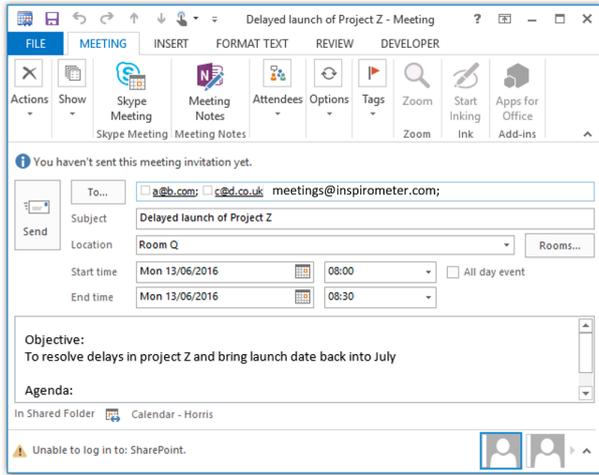


Background: How meetings@inspirometer.com works

Simply include meetings@inspirometer.com in the invite list for an Outlook or Google Calendar meeting.

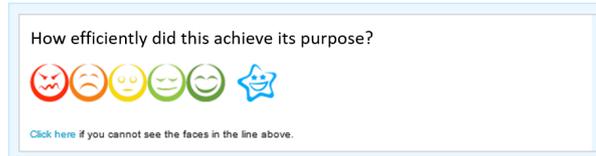


This will automatically send the other invitees an email at the end of the meeting where they can simply rate the meeting (with a single click – see below).

Hey there...

Please click on a face below to rate your satisfaction with the meeting you have just attended. A single click is all that is required.

Delayed launch of Project Z



To use this tool in your own meetings, for free, simply include meetings@inspirometer.com in your list of attendees, and we will do the rest (it really is that simple).

For more information on the Inspirometer meeting tool, [click here](#).

When responses have been received from the meeting, the meeting organiser receives an email alert to let them know that they have received some feedback and provide them with a secure link to access that feedback.

Hey there...

You have received feedback in respect of your meeting.

To access your account, please follow [this link](#) to activate your account.

Some useful pointers on interpreting your results:

1. Your feedback is NOT an evaluation of you! It is simply a reflection of 'how people feel' as a result of these interactions.
2. 'How people feel' is a result of a number of factors, many of which may be outside of your control
3. However, it is important for you to know 'how they feel' since this will affect what they do (or don't do) as a result, and may affect your intended outcomes
4. Furthermore, while you may not control all the factors which affect 'how people feel', you are probably well positioned to help facilitate their improvement
5. For advice on how you might begin that improvement process, [click here](#)

For more information on the Inspirometer meeting tool, [click here](#).

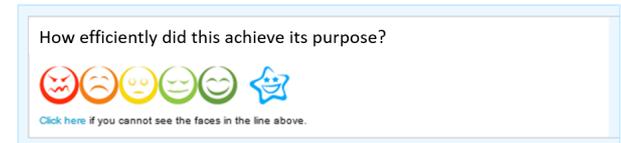
Immediately after meetings@inspirometer.com is invited to the meeting, the organiser also receives an email with additional Tags which they can use to gather feedback on relevant materials connected with the meeting, such as pre-reading, presentations etc.

These are not essential to the meeting feedback (*which happens independently and automatically*) but can be useful in helping the organiser understand what is happening around the meeting.

Hey there...

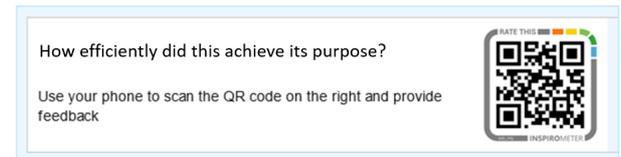
Thank you for inviting Inspirometer to your meeting: Delayed launch of Project Z

The Tag shown below will be emailed to your meeting participants 5 minutes before the scheduled finish time.



You can also copy and paste the above Tag onto other electronic resources associated with the meeting to get feedback on these, such as pre-reading, minutes, etc..

For printed documents and physical resources, or to display on the screen for feedback on individual meeting sessions, use the QR version of the Tag below ...



Or for feedback from the meeting room itself, you can use this quick scan version.



Finally, if your meeting is taking place over the web, you can use the link below as a shared webpage where people can provide their feedback directly.

