iBABS
A EURONEXT COMPANY

Crown Commercial Service Supplier

SERVICE DEFINITION

Meeting Management Software for Board and Committees

In this fast-paced world, you need a meeting management solution that is simple, efficient and incredibly easy to use.

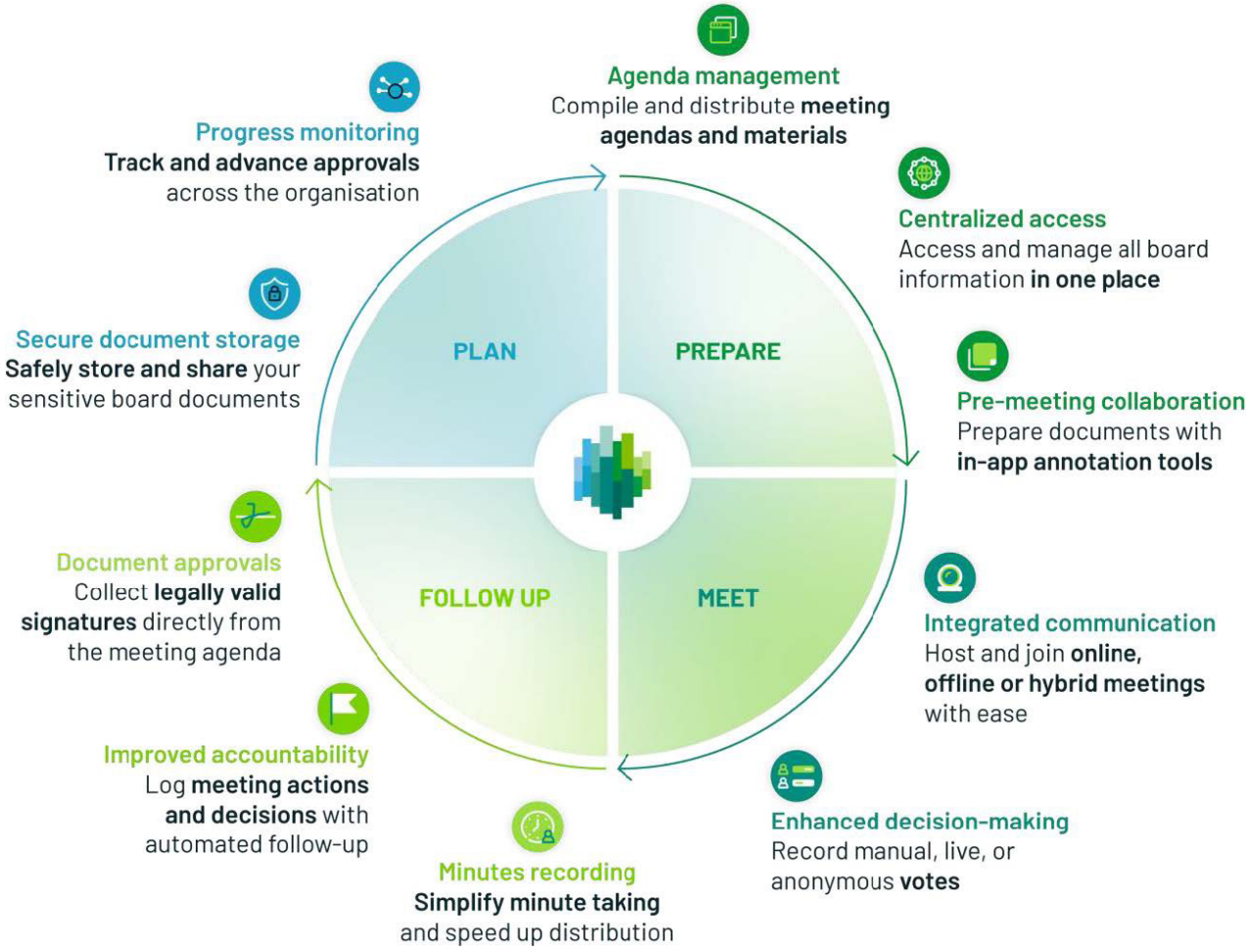
iBabs empowers your boards and committees with the tools they need to succeed. **Trusted by over 300,000 professionals globally, with more than half serving in public sector organisations,** iBabs provides a unique combination of simplicity, security and efficiency for better decision making and effective governance.

From digital document management and distribution to video conferencing all the way to automated follow-up on action items, **iBabs empowers everyone who has ever organised – or attended – a meeting.**



Making meetings simple, efficient and secure for everyone

iBabs is your all-in-one solution for smarter, more effective meetings. From preparation to execution to follow-up, our software streamlines every stage of meeting management, delivering greater efficiency, robust security, and significant time savings.



iBabs is designed for two types of users:

iBabs for directors:

- Review all meeting documents in one app, **from any device, whether online or offline.**
- Increase accountability with **custom approval workflows and logging of actions and decisions.**
- Improve collaboration with **powerful discussion and document annotation tools.**

iBabs for administrators:

- **Save up to 6 days a month** on meeting preparation and coordination.
- Improve meeting **documents accuracy and accessibility** with secure sharing and version control.
- Keep track of **meetings, agendas, minutes, actions and decisions** all in one simple, streamlined platform.

Features:

- **Meeting pack builder:** Effortlessly combine all necessary documents and materials for your meetings in one cohesive bundle, including agendas, minutes, reports and other relevant documents.
- **Notes & annotations:** Make notes to your agendas and use powerful annotation tools on your meeting documents. Easily share them with other meeting participants to make sure everyone is on the same page.
- **Meeting minutes:** Turn minute-taking from an all-day project into a straightforward one-hour task. Record minutes within the app, link them to agenda items, share with meeting participants, and automatically export into a branded document.
- **Microsoft 365 integration:** iBabs integrates with Microsoft 365 for seamless meeting workflows, document sharing, and calendar management. Sync meetings between iBabs and Outlook, and collaborate on documents directly from SharePoint.
- **Actions and decisions:** Record decisions and action items for each agenda item and export them into a branded document. Set deadlines, assign tasks, and track progress to ensure seamless meeting follow-up.
- **Digital signatures:** Gather approvals directly from your meetings. Using Advanced Electronic Signatures and two-factor authentication, iBabs ensures compliant and efficient document approval workflow.
- **Video conferencing:** No more need for unsecure third party video apps, video conferencing is integrated directly within the iBabs platform. Meeting attendees can join a digital meeting from any device.
- **Single Sign-On:** Team members can access iBabs using their company's account with SSO. We support Microsoft Entra ID (formerly Azure AD), Google, Okta, ADFS and SURFcontext.

Security

iBabs ensures top-level security with **military-grade AES 256-bit encryption,** safeguarding all your data. It is fully GDPR compliant and meets ISO 9001:2015 and ISO/IEC 27001:2013 standards, ensuring the highest levels of data protection and quality management.

ISO 27001 GDPR Aligned AES-256 ENCRYPTION

Services and resources

24/7 support

Our 24/7 support team is here to assist you via email, phone, or our contact form. We respond to urgent requests within 30 minutes and general inquiries within 2 hours. Whatever the issue, our product specialists are ready to help.

Onboarding and training

We tailor our onboarding services to meet the unique needs of each client, ensuring a seamless and efficient transition. As part of the initial one-off setup fee, we provide comprehensive setup along with onsite or remote training for both administrators and users.

Our onboarding and training process consists of three stages:

1. Setup

We set up your iBabs site to suit all of your needs and requirements, ensuring a tailored experience for all users.

We also offer data migration services to make switching from another board portal provider easy.

2. Board administration team training

We conduct at least one comprehensive training session covering various topics:

- Setting up user accounts
- Configuring interactive agendas and creating agendas
- Uploading relevant documents
- Documenting decisions
- Managing meetings and votes
- Any other specific functionalities

3. Board member training

For board members, we offer personalised one-on-one training sessions. These sessions are tailored to their preferred devices with both onsite and online training options. We ensure that all users have full knowledge and ability to use iBabs effectively.

We provide a **dedicated account manager** to all clients, ensuring them a personal point of contact at all times.

Experience you can trust

3000+
organisations

600+
healthcare organisations including **30 + NHS trusts**

270+
education institutions

480+
government bodies



"Previously [the Deputy Town Clerk] was spending a full day on preparing the agenda and getting it ready in order to get approval from our members. It's come from an all-day task to a task that takes about an hour. So, that is saving the Council a lot of time and a lot of money."

Callum Rowler,
IT service manager, Newquay Town Council
Read case study

"I'm finding it helpful for keeping track of everyone's actions. Every month I now send the executive team a list of actions that are still pending or outstanding or overdue'. We've also added this to our monthly agenda item for our executive team's meeting so they can see visually who has to do what."

Joanna Gray,
Executive assistant to the Chief Executive, NCVO
Read case study

Contact

Get in touch with us to explore our solutions in detail.
We'll happily provide a personalised demo and set you up with a free trial to experience them firsthand.

CONTACT US →

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