

Hey executive assistant! Error-free travel and event planning

As an executive assistant, you have a big responsibility managing someone else's life. You have to adapt your technological skills to create and manage time-saving solutions.

An executive's speaking engagements have to go without a fault. If they're travelling to a speaking engagement, that's a lot of moving parts involving a lot of people from outside the company. It's easy to make mistakes when email is used for everything like flight changes, developing speaker content, and constant re-scheduling.

Cisco Webex can bring together people from inside and outside the company to work on every detail. Put the conversations and content all in one place, so your executive can give a perfect performance.



- ✓ Supplier conversations in one place.
- ✓ Stay connected while mobile.
- ✓ Just in time planning.

Connect your team

Create a space for all travel related arrangements and another for the event. Give each one a name that describes the purpose.

[How to create a space](#)

Invite people

Add people into the space. It's easy to find co-workers by typing their name. Include key people by typing in their email address. Everyone involved with organizing your executive's affairs can talk in one place. Spaces are secure and by invitation only.

[How to invite people to spaces](#)

Make a plan

Your first message should describe the purpose of the space and what everyone should use it for. Copy and paste a relevant email thread to transfer the conversation to Webex. Start discussing travel details.

[How to send messages](#)

Share travel documents

Share the necessary content to get the conversations going like a draft itinerary or speaker brief. Go to the files section of each space to browse all past files.

Download the Webex mobile app to access everything on the go.

[Download the Webex app](#)

[How to upload images and files](#)

Connect when you need it most

If something comes up that needs immediate attention, simply escalate from chat to a video call. Use video for crystal clear communication, when it really matters.

[How to make a video call](#)