

## Mission and Values

*At Global Medical Data, Inc., we strive to lead in the delivery of superior, adaptive services that solve specific business and security problems, while bringing value to our clients. We offer clients the use of our resources as partners to help them achieve their business objectives.*

*We strive to make a positive difference in the business results of the clients we serve.*

*We are committed to the success of our clients and our people.*

*We aspire to leadership and excellence.*

*We treasure honesty, respect, and trust in our relationships with clients and partners.*

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# Conference and Meeting Transcription Services



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Data, Inc.

*Service. Speed. Security.*



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# Conference and Meeting Transcription Services

## Conferences and Meetings

We provide all-digital, on demand conference transcription services to ensure that every detail from your



meeting is captured and every promise can be kept. Recording and transcribing meetings reduces the possibility of misunderstandings. Clients use transcribed notes as a map to next steps for internal staff, alliance partners, and clients. We provide a written record in a Microsoft Word® file while meeting these challenges for our clients:

- One hour, one day, or multi-day meetings
- Digital files used as input to create slides
- Capture speeches, focus group responses
- Concurrent breakout sessions
- Plenary sessions
- Multiple concurrent meetings
- Multi-location meetings
- Small groups or large conferences

## Where are the Meeting Minutes?

Get your meeting minutes right on the first try — quickly and easily. *Conference Transcription Services (CTS)* from GMD and CyberGrad enable you to record a meeting, order the transcription, and receive the entire written record of the meeting in a Microsoft Word® file. Total turnaround time: starting at 1 day.

Offer your prospects and customers a conference summary and an action-item list that is guaranteed to be 100% accurate. Use transcribed notes as a map to next steps for staff, partners, and clients — or as written proof of agreements.

- All attendees get the same message
- Absentees read the same notes
- Completely accurate action-item list
- Searchable, indexed meeting notes
- Selected details for update of previous action plans

Add to database of previous conferences



## Value of the Written Word

**World Bank:** “Agreements reached during sessions are promptly written up to clarify and create a common understanding...”

**Persian saying, 700 B.C.:** “A pen and a drop of ink makes the whole world think.”



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