

## ThoughtExchange® Services – Attachment 1

### ThoughtExchange

ThoughtExchange is a hosted Software-as-a-Service platform. ThoughtExchange allows Exchange Leaders to engage with Participants in structured online interactions. We call each of these interactions an Exchange. Each Exchange is created by an “Exchange Leader” designated by you, our customer. A “Participant” is any other person who participates in the Exchange.

Exchange Leaders and Participants can access ThoughtExchange via most popular web browsers on standard desktop and mobile platforms (see <https://get.thoughtexchange.help/hc/en-us/articles/226950227-Supported-browsers-and-devices> for a list of supported platforms).

### Room Subscription

ThoughtExchange Rooms are virtual environments allowing Exchange Leaders to launch Exchanges to engage participants in meaningful conversations about decisions impacting them.

You have purchased one or more Room Subscriptions. A Room allows the number of Exchange Leaders (specified on the cover page) to create unlimited Exchanges, any of which can be active at the same time. Rooms are collaborative environments. Exchange Leaders who have access to a given Room are able to access and work with all Exchanges created in the Room.

### Core Features and Services

**Exchange Leaders:** Each holder of an Exchange Leader account can create their own Exchanges and have access to special ThoughtExchange features.

**Unlimited Participants per Exchange:** Exchanges have no limit on the number of participants, although Exchanges including more than a few thousand participants we recommend contacting our customer support team.

**Unlimited Exchanges:** An Exchange Leader can create an unlimited number of Exchanges.

**Unlimited Report Creation:** Create an unlimited number of printable, downloadable, or web-based reports.

**Multilingual:** The ThoughtExchange user interface runs natively in either English, French, or Spanish. Exchanges can be created where Participants can participate in the same Exchange in any language that Google Translate supports.

**Analytics and Data Visualization:** You have access to analytics and data visualization that is automatically generated by the software. This includes our presentation mode functions and AI-generated theming technology.

**Phone, Chat, and Email Support:** These are available to you during regular working hours.

**Access to Customer Success:** Ensures your Exchange Leaders get the training, support, and access to resources in order to run successful Exchanges.

**Access to Events and Resources:** Engage with your peers, learn from industry leaders, and identify new ideas to better engage with your community and organization.

**Administrative Controls:** Increased security controls to provide maximum protection. Adjust Room names, registration requirements, set domain restrictions, and add/remove Exchange Leaders.

**Machine Moderation:** Access to our machine moderation technology which can review thoughts that appear toxic, or that name people explicitly, before they are shared in the Exchange. This allows Exchange Leaders additional security and an opportunity to keep the Exchange a safe space.

**Survey Questions:** Up to 10 survey-style (multiple choice) questions, allowing for additional filtering of your Exchange data for deeper analysis.

**Custom Logo:** Add your logo on your exchanges and Summary Reports.

**Participant Grouping:** Create custom participant groups within a single exchange to keep participant thoughts and ratings contained and be able to compare trends between groups.