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Table: Cisco Unified MeetingPlace Meeting Types describes the Cisco Unified MeetingPlace meeting types.

**Table: Cisco Unified MeetingPlace Meeting Types**

| Meeting Type            | Description  |
|-------------------------|--|
| "Meet me" meeting       | <p>Cisco Unified MeetingPlace users can easily attend "meet me" conference calls at a predetermined time and date by dialing a given phone number and using a meeting ID number. Each participant can speak and listen equally.</p> <p>The system provides meeting features such as breakout sessions, roll call, outdial, lock, mute, and listening to recorded meetings, which all help users to conduct organized and productive meetings.</p>  |
| Lecture-style meeting   | <p>Cisco Unified MeetingPlace lecture-style meetings allow for one or more speakers and several remaining participants who are listeners only. For more information about lecture-style meetings, see the <a href="#">About Lecture-Style Meetings</a>.</p>  |
| Q&A meeting             | <p>Q&amp;A Meetings are an enhancement to the lecture-style meeting. These meetings consist of a main speaker or set of speakers acting as the facilitator or focus for the meeting. Speakers discuss the subject or topic(s) and then accept questions from meeting participants. For more information, see the <a href="#">About Q&amp;A Meetings</a>.</p>   |
| Multiserver meetings    | <p>Multiserver meetings allow participants on different Cisco Unified MeetingPlace servers to communicate with one another as if they were in the same meeting. Multiserver meetings are ideal for:</p> <ul style="list-style-type: none"> <li>• Minimizing long distance calls between major corporate locations.</li> <li>• Large conference calls (over 550 participants) that require more than one Cisco Unified MeetingPlace server. Multiserver meetings can be conducted across Cisco Unified MeetingPlace 8100 series platforms.</li> </ul> <p>For more information about multiserver meetings, see the <a href="#">About Multiserver Meetings</a>.</p> |
| "Zero-port" meeting     | <p>Zero-port meetings allow you to conduct web conferences without corresponding voice conferences. Zero-port meetings are particularly useful for two people engaged in a phone conversation who want to share documents. Zero-port meetings take up no port resources on your server.</p> <p>For information about scheduling a zero-port meeting, see the <a href="#">To Schedule a "Zero-Port" Meeting</a>.</p>  |
| Reservationless meeting | <p>Reservationless meetings allow profile users to create impromptu voice conferencing meetings. Meetings are started through any touch-tone phone with the meeting ID assigned to the user. Reservationless meetings are convenient because they do not require any advanced scheduling of resources. For more information on reservationless meetings,</p>   |

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|                           |  |
|---------------------------|--|
|                           | see the <a href="#">About Reservationless Meetings</a> .   |
| Immediate meeting         | When the Reservationless Meetings feature is not enabled, users can schedule an immediate meeting, which starts right away. Users can schedule immediate meetings through the phone interface, Cisco Unified MeetingPlace Web Conferencing, or in the MeetingTime Schedule tab. For more information, see the <a href="#">About Immediate Meetings</a> . |
| Reserve All Ports meeting | Reserve All Ports meetings allow system administrators to perform system upgrades. For more information about Reserve All Ports meetings, see the <a href="#">About Reserve All Ports Meetings</a> .   |
| Continuous meeting        | A continuous meeting is a permanent meeting that is always in session, even after everyone leaves and hangs up. For more information about continuous meetings, see the <a href="#">About Continuous Meetings</a> .  |
| Recurring meeting         | Instead of scheduling a meeting that occurs more than once, users can schedule a recurring meeting (one that occurs regularly at the same time). For more information about recurring meetings, see the <a href="#">About Recurring Meetings</a> .   |