



## Introduction

As a market leading brand in visual communications materials for business meetings, Nobo is all about making sure ideas are effectively recorded and implemented. Ultimately, we want to help you create the best meetings possible and make the best use of your time with top-notch whiteboards, flipchart easels, pads, pens and a whole range of other office products.

It's all about surface quality - Be clear



**Glass**  
Brilliant white glass surface for unbeatable erasability and durability



**Enamel**  
Enamel surface for a durable long lasting board with superior erasability



**Nano Clean™**  
Nano Clean surface technology for increased erasability



**Melamine**  
Melamine surface for good erasability



**Classic Whiteboards**  
Classic Whiteboards the traditional sizing format.



**Widescreen Whiteboards**  
New Widescreen Whiteboards offers a more accessible and expansive writing surface.



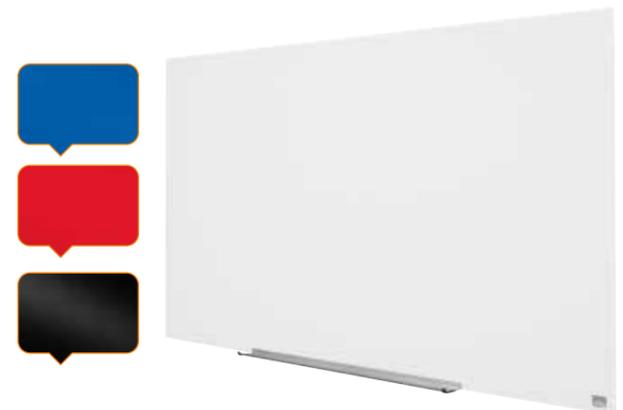
NEW  
Brilliant White

25 YEAR GUARANTEE  incl. 

Nobo Brilliant White Glass Whiteboards

- Tempered safety glass magnetic whiteboard surface with ultra-erasability for frequent use

Size description	White	Blue	Red	Black
31" / 680 x 380 mm*	1905175	1905187	1905183	1905179
45" / 1000 x 560 mm*	1905176	1905188	1905184	1905180
57" / 1260 x 710 mm*	1905177	1905189	1905185	1905181
85" / 1900 x 1000 mm*	1905178	1905190	1905186	1905182

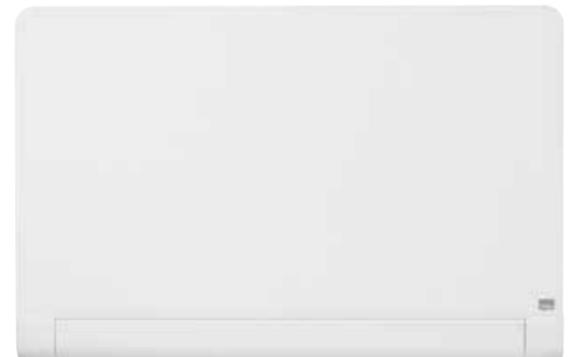


25 YEAR GUARANTEE  incl. 

Nobo Brilliant White Rounded Glass Whiteboards

- Tempered safety glass magnetic whiteboard surface with ultra-erasability for frequent use
- Unique concealed pen tray and rounded corner design

Item Code	Description
1905191	45" / 1000 x 560 mm*
1905192	57" / 1260 x 710 mm*
1905193	85" / 1900 x 1000 mm*



incl. 

Nobo Brilliant White Desktop Accessories

- Desktop accessories with their stylish design and dry wipe surface make these the perfect note taking tool
- Supplied with Nobo maker with handy eraser on the cap

Item Code	Description
1905174	Brilliant White Desktop Pad
1905173	Brilliant White Desktop Easel
1905265	Brilliant White Desktop Board



Nobo Glass Whiteboard Accessories

Item Code	Description
1905324	Nobo Glass Whiteboard Markers Assorted (4)
1904100	Nobo Glass Whiteboard Eraser Silver
1904116	Nobo Glass Whiteboard Magnets (4)
34538408	Nobo Glass Whiteboard Cleaning Aerosol Foam 150ML
1905330	Nobo Glass Whiteboard Starter kit

For all accessories see page 11 

\*Writing surface dimensions are rounded to nearest 1cm



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YEAR GUARANTEE

incl.

### Nobo Enamel Whiteboards

- Magnetic Enamel whiteboard surface, a superior level of erasability for frequent use

Item Code	Widescreen Enamel
1905301	32" / 710 x 400 mm*
1905302	40" / 890 x 500 mm*
1905303	55" / 1220 x 690 mm*
1905304	70" / 1550 x 870 mm*
1905305	85" / 1880 x 1060 mm*

Item Code	Classic Enamel
1905219	600 x 450 mm*
1905220	900 x 600 mm*
1905221	1200 x 900 mm*
1905223	1500 x 1000 mm*
1905224	1800 x 1200 mm*

## Nobo Whiteboard Key Features



#### Slim Trim

Bordered by a contemporary, slim and unobtrusive frame that maximises the writing space on the whiteboard.



#### Pen Tray

Spacious whiteboard pen tray sits below the board and doesn't encroach on the whiteboard surface.



#### InvisMount™

InvisMount™ system makes installation easy and fixings are neatly concealed behind the board.

## Nobo Whiteboard Accessories

Item Code	Description
1902408	Nobo Liquid Ink Dry Wipe Markers Assorted (4)
1905325	Nobo Magnetic Whiteboard Eraser White
1905327	Nobo Whiteboard Magnets Orange (4)
1905328	Nobo Whiteboard Microfibre Cleaning Cloth
34533943	Nobo Whiteboard Cleaning Aerosol Spray 150ML
1901430	Nobo Whiteboard User Kit

For all accessories see page 11



\*Writing surface dimensions are rounded to nearest 1cm



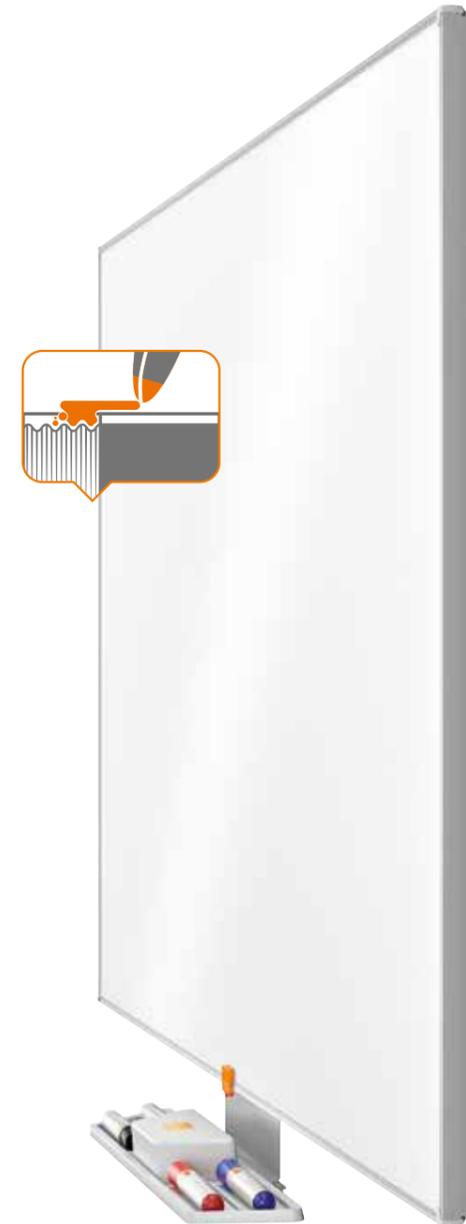
15 YEAR GUARANTEE

### Nobo Nano Clean™ Whiteboards

- Nano Clean surface technology for increased erasability

Item Code	Widescreen Nano Clean™
1905296	32" / 710 x 400 mm*
1905297	40" / 890 x 500 mm*
1905298	55" / 1220 x 690 mm*
1905299	70" / 1550 x 870 mm*
1905300	85" / 1880 x 1060 mm*

Item Code	Classic Nano Clean™
1902641	600 x 450 mm*
1902642	900 x 600 mm*
1902643	1200 x 900 mm*
1902644	1500 x 1000 mm*
1902648	1800 x 1200 mm*



### Nobo Whiteboard Accessories

Item Code	Description
1902408	Nobo Liquid Ink Dry Wipe Markers Assorted (4)
1905325	Nobo Magnetic Whiteboard Eraser White
1905327	Nobo Whiteboard Magnets Orange (4)
1905328	Nobo Whiteboard Microfibre Cleaning Cloth
34533943	Nobo Whiteboard Cleaning Aerosol Spray 150ML
1901430	Nobo Whiteboard User Kit

\*Writing surface dimensions are rounded to nearest 1cm



For all accessories see page 11



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### Nobo Melamine Whiteboards

- Melamine non-magnetic whiteboard surface, good level erasability for light use

Item Code	Widescreen Melamine
1905291	32" / 710 x 400 mm*
1905292	40" / 890 x 500 mm*
1905293	55" / 1220 x 690 mm*
1905294	70" / 1550 x 870 mm*
1905295	85" / 1880 x 1060 mm*

Item Code	Classic Melamine
1905201	600 x 450 mm*
1905202	900 x 600 mm*
1905203	1200 x 900 mm*
1905204	1500 x 1000 mm*
1905205	1800 x 1200 mm*



### Nobo Glass Whiteboard Accessories

Item Code	Description
1905324	Nobo Glass Whiteboard Markers Assorted (4)
1904100	Nobo Glass Whiteboard Eraser Silver
1904116	Nobo Glass Whiteboard Magnets (4)
34538408	Nobo Glass Whiteboard Cleaning Aerosol Foam 150ML
1905330	Nobo Glass Whiteboard Starter kit

### Nobo Whiteboard Accessories

Item Code	Description
1902408	Nobo Liquid Ink Dry Wipe Markers Assorted (4)
1905325	Nobo Magnetic Whiteboard Eraser White
1905327	Nobo Whiteboard Magnets Orange (4)
1905328	Nobo Whiteboard Microfibre Cleaning Cloth
34533943	Nobo Whiteboard Cleaning Aerosol Spray 150ML
1901430	Nobo Whiteboard User Kit

### Nobo Noticeboards Accessories

Item Code	Description
1905329	Nobo Notice Board Push Pins Orange

### Nobo Easel Accessories

Item Code	Description	Sheet no.
1901631	Nobo Flipchart Pad Plain 650x955mm	20 Sheet
1901632	Nobo Flipchart Pad Squared 650x955mm	20 Sheet
34631165	Nobo Flipchart Pad Plain 580x810mm	40 Sheet
34631166	Nobo Flipchart Pad Squared 580x810mm	40 Sheet
34631170	Nobo Flipchart Pad Plain 580x480mm	40 Sheet
34633681	Nobo Flipchart Pad Plain 580x810mm	100 Sheet





For all accessories see page 11



**Nobo Brilliant White Glass Mobile Easel**

- Tempered safety glass magnetic whiteboard with height adjustable mobile base with locking castors

Item Code	Description
1903949	Nobo Brilliant White Glass Mobile Easel
1901631	Nobo Flipchart Pad Plain 650x955mm 20 Sheet
1905330	Nobo Glass Whiteboard Starter Kit



**Nobo Classic Nano Clean™ Mobile Easel**

- Magnetic steel whiteboard with Nano Clean™ surface technology and a height adjustable mobile base with locking castors

Item Code	Description
1902386	Nobo Classic Nano Clean™ Mobile Easel
1901920	Nobo Classic Nano Clean™ Mobile Easel incl. extendable display arms
1901631	Nobo Flipchart Pad Plain 650x955mm 20 Sheet
1901430	Nobo Whiteboard User Kit



**Nobo Classic Nano Clean™ Tripod Easel**

- Magnetic steel whiteboard with Nano Clean™ surface technology and a height adjustable tripod base

Item Code	Description
1901916	Nobo Classic Nano Clean™ Tripod Easel
1901918	Nobo Classic Nano Clean™ Tripod Easel incl. extendable display arms
1901631	Nobo Flipchart Pad Plain 650x955mm 20 Sheet
1901430	Nobo Whiteboard User Kit



**Nobo Classic Melamine Tripod Easel**

- Melamine non-magnetic whiteboard with a height adjustable tripod base

Item Code	Description
1905241	Nobo Classic Melamine Tripod Easel
1901631	Nobo Flipchart Pad Plain 650x955mm 20 Sheet
34438861	Nobo Whiteboard User Kit





25 YEAR GUARANTEE  incl. 

Nobo Brilliant White Glass Mobile Whiteboard

- Tempered safety glass magnetic dual sided mobile whiteboard with horizontal pivot with locking castors

Code	Description
1903943	Nobo Brilliant White Glass Mobile Whiteboard 1200 x 900 mm
1905330	Nobo Glass Whiteboard Starter kit



25 YEAR GUARANTEE  incl. 

Nobo Classic Enamel Mobile Whiteboard

- Tempered safety glass magnetic dual sided mobile whiteboard with horizontal pivot with locking castors

Code	Description
1901033	Nobo Classic Enamel Mobile Whiteboard 1200 x 900 mm
1901035	Nobo Classic Enamel Mobile Whiteboard 1500 x 1200 mm
1901430	Nobo Whiteboard User Kit



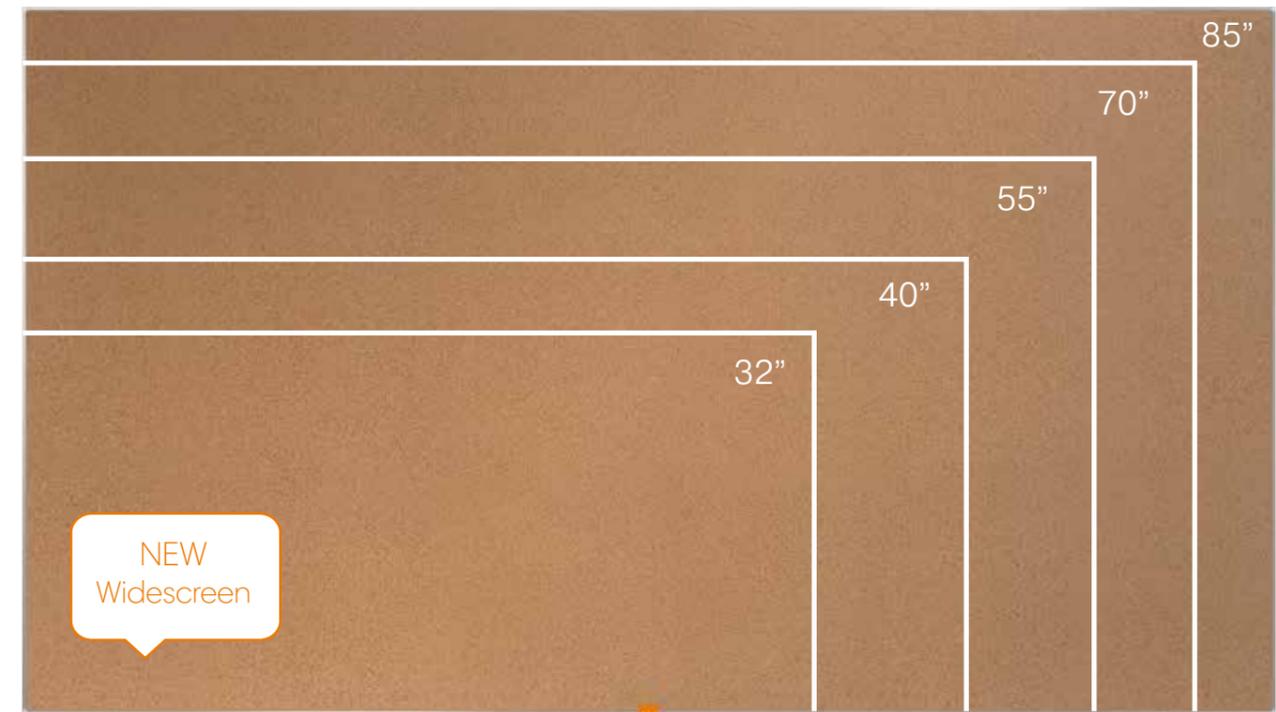
15 YEAR GUARANTEE  incl. 

Nobo Classic Nano Clean™ Mobile Whiteboard

- Magnetic steel dual sided mobile whiteboard with Nano Clean™ surface technology and horizontal pivot with locking castors

Code	Description
1901029	Nobo Classic Nano Clean™ Mobile Whiteboard 1200 x 900 mm
1901031	Nobo Classic Nano Clean™ Mobile Whiteboard 1500 x 1200 mm
1901430	Nobo Whiteboard User Kit

For all accessories see page 11 

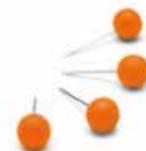


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### Nobo Widescreen Felt Notice Board

- Bordered by a contemporary, slim and unobtrusive frame that maximises space on the noticeboard
- InvisaMount™ system makes installation easy and fixings are neatly concealed behind the board
- Excellent felt noticeboard surface available in fresh contemporary colours and suitable for any working environment

Code	Description	Colour
1905314	32" / 710 x 400 mm*	Green
1905310	32" / 710 x 400 mm*	Red
1905318	32" / 710 x 400 mm*	Yellow
1905315	40" / 890 x 500 mm*	Green
1905311	40" / 890 x 500 mm*	Red
1905319	40" / 890 x 500 mm*	Yellow
1905316	55" / 1220 x 690 mm*	Green
1905312	55" / 1220 x 690 mm*	Red
1905320	55" / 1220 x 690 mm*	Yellow
1905317	85" / 1880 x 1060 mm*	Green
1905313	85" / 1880 x 1060 mm*	Red
1905321	85" / 1880 x 1060 mm*	Yellow
1905329	Nobo Notice Board Push Pins	Orange



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### Nobo Widescreen Cork Notice Board

- Bordered by a contemporary, slim and unobtrusive frame that maximises space on the noticeboard
- InvisaMount™ system makes installation easy and fixings are neatly concealed behind the board
- Self-healing cork noticeboard surface eliminates unsightly pin holes

Code	Description
1905306	32" / 710 x 400 mm*
1905307	40" / 890 x 500 mm*
1905308	55" / 1220 x 690 mm*
1905309	85" / 1880 x 1060 mm*
1905329	Nobo Notice Board Push Pins Orange





## Planning a Meeting

Having a checklist is the first step towards making sure a meeting runs smoothly and stays on track:

### 1. Purpose/focus of meeting:

What is the meeting about? Be very precise about what the objectives are and whether or not the decision-making could be conducted in another way.

### 2. Who should be present?

It's very important that the right people are in the room and that no one is there who doesn't need to be. As mentioned before, there's a time and money cost to all of this. It's useful to think in terms of what everyone's role is. At the very least there should be a leader and a person in charge of taking - and circulating - notes. Also bear in mind that in the age of video/ audio conference technology, not everyone need necessarily be there in person.

### 3. How often should the meeting be held?

Is this meeting a one-off troubleshooting session or is it part of a regular sequence of meetings? If the latter, does it need to occur with the frequency it has done in the past? Is it appropriate to the work calendar?

### 4. Time and date

Make sure everyone knows what time they're arriving, on what date and how long the meeting is expected to last. How long will depend on what is being discussed, how many people will be involved and also which people are involved. Some senior company members may prefer long and thorough discussion of topics. If you are using video-conferencing, factor into the equation that this may involve some participants being on different time-zones.

### 5. Venue

Make sure the venue is accessible to all and is of the appropriate size. Too large a space can be intimidating, too small a space can be cramped and debilitating. Make sure that the venue can support the technology that you require.

### 6. Equipment

At the centre of every meeting should be a good quality whiteboard. Flipcharts are also ideal for recording ideas. Make sure that you have a good supply of quality marker pens, erasers, pencils and spare flipchart pads. Make the meeting visually engaging and stylish!

### 7. Refreshments

Particularly if the meeting is to be a long one, you will want to make sure that tea/coffee and biscuits, or even lunch are provided. If lunch is required, contact participants in advance to confirm any special dietary requirements they might have ie: vegetarian/vegan, gluten-free, nut-allergy etc. It may be necessary to consult a dietary guide for some requirements. This WILL be remembered in the feedback!

### 8. Set up in advance

Ask attendees for any items they may require and inform members of any documents to be tabled. Make sure the agenda (more on this in a bit) is circulated amongst everyone. Also send a polite reminder to all attendees asking for confirmation of their attendance.

### 9. Dress code

Still important, even in the 'smart-casual' age. It's good practice to make things clear so that no one feels under or over-dressed.



Creative techniques and exercises for fun and engaging meetings :

### 1: Mind Mapping

A great way of visualising a challenge so that everyone can get a picture of the situation:

- First, the central goal or problem is written down in the centre of a whiteboard.
- Looking at this problem, you can write around the central problem in branches.
- These branches then become their own 'central problems/ goals' with branches of their own.

Thus everyone on the team has a clear sense of strategy. This way the work required to achieve a main goal can be separated into more manageable and focused tasks

### 2: Brain writing

A good team is alive with ideas, some of which are at risk of going unheard. It's often not the most obvious, serious or conventional idea that will win the day. Brain writing is a great way to ensure that no stone is left unturned. It is also an effective medium in which team members can share their own knowledge and expertise.

- It's best to have the team arranged in a circle for this. Each team member individually brainstorms ideas and writes them down on their own flipchart. A page per person is ideal.
- The flip chart sheets are then passed around the circle in a clockwise/ anti-clockwise direction. Each team member looks at the new flipchart of ideas from the person next to them and writes down any ideas that spring to mind from them.
- Keep cycling round until everyone has their own sheet back in their possession and then a live brainstorming session can be had on the all the inspiration that has been gleaned.

This is a great way of structuring a group discussion and making sure that everyone is able to contribute equally.

**For more brainstorming tips and general advice on meetings visit [noboeurope.com](http://noboeurope.com) and download our 'Better meetings' Whitepaper**