



## Feature:

### 1. Schedule management

- 1.1. Display all conference information of users, including conferences which they initiate and which others invite to; support switching of the schedule view: list view, daily view, weekly view, and monthly view.
- 1.2. Support the perpetual calendar, and you can view the calendar information and travel forecast.
- 1.3. Support situational service function, support synchronous update of itinerary information, such as train ticket, hotel check-in, support time reminder service.

### 2. Conference appointment

- 2.1. Support conference booking APP and booking web client, and the APP supports Android and iOS operating systems; conference appointment contains conference time, location, host, participant, conference theme, reviewer, data upload, conference result, logistic service and other functional modules.
- 2.2. Conference theme includes custom conference theme and tab conference theme.
- 2.3. Conference result supports the mode of requesting results from the conference, and the conference results can be shared, uploaded, and encrypted.
- 2.4. Support online booking of conference rooms, users can check, consult, and place orders through the official website, and can pay the deposit online; support the feedback of review status to users via SMS; support payment management through WeChat and Alipay, and support third-party payment platforms.

### 3. Conference review

- 3.1. Support conference review function, with automatic review mode and manual review mode.
- 3.2. The initiator submits the conference appointment information, and the conference information is synchronized to the reviewer. The reviewer can approve or reject the conference after viewing the details.
- 3.3. The review results are automatically issued to the initiator, and the conference notice is sent to the relevant participants.

### 4. Conference notification

- 4.1. Support conference APP notification, SMS notification, email notification and other functions, and notify relevant personnel of conference invitations, conference changes, conference review, and conference cancellation messages.
- 4.2. Support connecting API interface and SMS service, timely notify and communicate with internal information via SMS to ensure the smooth progress of conference-related businesses.
- 4.3. Corporate internal software notification: support connecting the internal software system to notify relevant personnel of conference invitations, conference changes, conference review, and conference cancellation messages.
- 4.4. Provide telephone notification service. The system will automatically call relevant personnel by telephone, and send them notifications of conference invitations, conference changes, conference review, conference cancellation and other messages.

### 5. VR navigation

- 5.1. The cloud conference mobile APP supports indoor hierarchical navigation, and supports marking of various types of locations: toilets, front desks, service rooms, business centers, etc. Users can search and view through the logo, and figure out the route through the map guide.
- 5.2. Support the VR navigation function, provide on-site navigation services through the three-dimensional view, provide immersive preview services, support switching the space, device, orientation and other information display of different scenes.
- 5.3. Support uploading VR shooting scenes for all-round three-dimensional display, support browsing fixed assets or devices such as doors and windows, tables and chairs, projectors, projection screens, projection screen TVs in the scene, and support viewing the detailed parameter information, technical information, and brand information of the asset.

### 6. Conference release

- 6.1. Support connecting with the entrance screen for conference information release, support segment management of conference agenda, you can set the number and content of the agenda, and synchronize the agenda to the conference entrance screen.
- 6.2. Support one-to-one, one-to-many, and many-to-many conference release modes for information release entrance screen.

### 7. Conference sign-in

- 7.1. Support QR code sign-in and statistics functions. Participants can scan the QR code on the initiator's mobile phone or web terminal or the entrance screen of the conference room through the cloud conference service APP to complete the conference sign-in; through the conference sign-in statistics, the initiator can check the number of attendees and absentees.
- 7.2. Support connecting the face recognition system to realize the face recognition sign-in function. Through conference sign-in statistics, the initiator can check the number of attendees and absentees.
- 7.3. Support the functions of fingerprint sign-in and IC card sign-in.

### 8. Conference voting

- 8.1. Support the conference voting function, the conference host can initiate a vote before or during the conference, support the display of the voting results, support real-name voting and anonymous voting; support voting via APP and WEB side.
- 8.2. The voting results are recorded in real time in the background, and can be classified and stored into different conference types. The voting results can be exported in the form of tables.

### 9. Conference service

- 9.1. Support the real-time display of logistics service application and processing status, and support the viewing of the logistics service status and whether it is being processed.
- 9.2. Support the one-to-one exclusive VIP service, support the evaluation of service personnel and other functions, support viewing the service content in progress or finished, and provide after-sales consulting services.

### 10. Conference record

- 10.1. Support recording functions such as conference application, review, sign-in, voting, conference service, and personnel participation rate.
- 10.2. Support file import and preview function, support the import, viewing and storage of more than 20 common file formats such as PDF, Word, Excel.
- 10.3. iFLYTEK Voice Service embedded in the APP can convert the voice into text and store it, and each voice recording is up to 1 minute. It can record the content of the conference, with voice recording and text input functions.
- 10.4. Support the export of conference record as conference minutes and encrypting it to upload; share the minutes for collaboration, and organize, view, and track the minutes.
- 10.5. For periodic conferences, you can record and save them as templates, which can be applied directly in the future.

### 11. Data display

- 11.1. Support data statistics function, which can provide strong support for decision-making; support the display of conference room appointment frequency and trend chart.
- 11.2. Support various types of conference information statistics, including conference frequency, participant number, conference room utilization rate, sex ratio, occupations, etc. Support dynamic display with professional big data charts.
- 11.3. Conference room appointment frequency: display the appointment rate statistics of each conference room, and you can select a fixed period of time for statistical analysis; support the display formats of bar graphs, pie graphs, thermodynamic charts, Gantt charts, etc.
- 11.4. Conference room appointment trend chart: support the daily, weekly, monthly and yearly display of conference appointments; support the display formats of bar graphs, pie graphs, thermodynamic charts, Gantt charts and other forms.
- 11.5. Support personal data statistics function, you can view the statistics under the corresponding month, which include the number of conference invitations, conference hours, conference application times, conference sign-in times, etc.
- 11.6. Support historical conferences. The conference list displays the historical conferences initiated by me. Click to view the details, which is convenient for later conference tracking and management.

### 12. System management

- 12.1. Support user management function. The administrator can add users individually, set user permissions, and support batch import of user information. The administrator can add department, sub-department and other information, and add users to the corresponding department.
- 12.2. The administrator supports the creation of multiple roles, batch modification, and deletion of roles, and the system permissions corresponding to the roles can be set.
- 12.3. Support location classification management, support three-level hierarchical management (park> building> floor), the administrator can add or import conference room information in batches, or edit the location information separately.

### 13. System control

- 13.1. Support connecting with the central control system, support one-key scene control mode, automatic control mode for scheduled conference, and timed control mode. Support the power control of the curtains, lights, air conditioners, projectors, projection screens, TVs, LED displays and other audiovisual devices in the conference room via APP software or WEB page, and support getting the working status of the IoT central control and peripherals, scene mode and other functions.
- 13.2. Support connecting with the central control system, realize the intelligent control and appointment linkage of the conference room devices; through APP software or WEB page, support the remote control of the audio processor volume adjustment/mute control/scene calling, and the matrix device signal switching/scene calling, camera turning up, down, left, and right/zooming in and out/preset position calling, light brightness adjustment and other functions.
- 13.3. Support connecting with video conference devices to achieve synchronization with video conference system, support creating and convening conferences through APP software or WEB page, support video conference APP notification, SMS notification, email notification and other functions, to notify relevant personnel of conference information such as conference time, conference number, and conference theme.
- 13.4. Support connecting with the video recording platform to realize the remote control of record, pause and other functions through APP software or WEB page.
- 13.5. Support connecting with the paperless system to realize the synchronization of conference information between the cloud conference and the paperless system (conference theme, conference time, conference sign-in information, etc.), and support the push of conference information to the entrance screen.

### 14. Conference room seating management

- 14.1. Support conference room seating management, support multiple conference types, customize seat size and conference table size, and add devices identification: doors, windows, air conditioners, and so on, to improve the recognition rate of conference rooms. Support sending seats to an individual or a department, and automatically informing participants of the seat information.
- 14.2. Support the seating guide function. The participants can quickly find the conference room and specific seats with the help of the route guide attached to the conference invitation, so as not to make mistakes. The seats can be checked by scanning the code on the entrance screen.

### 15. Asset management

- 15.1. Support asset management function; the administrator can add individually or import in batch the asset devices, or edit asset devices individually.
- 15.2. Support asset inventory function, collect relevant fixed asset data through the scanner, such as bar code labels, to add assets; asset information is stored in the computer; on-site asset inventory, warehouse inventory, and actual storage inventory can be performed.
- 15.3. Asset requisition: register relevant asset rental and requisition information, record the renter name, telephone number, department, and make sure the return date; automatically follow up and remind the renter to return assets when it reaches the return date; rewards and punishments are supported.
- 15.4. Asset maintenance: support tracking and feedback of asset operation status, such as available, to be repaired, to be maintained; if device parameters exceed the alarm value set by the system, a maintenance ticket will be automatically triggered.

### 16. System customization

- 16.1. Support customized exclusive UI function, support customized development of personalized APP, and support customized embedded H5 conference appointment function.
- 16.2. Support connecting with third-party systems (such as video conference, recording, electronic nameplate, information release, access control, alarm, face recognition, monitoring, etc.); support connecting with BIM, OA, BMS and other application systems.