



ROOMVENT 2022
Conference Xi'an

Conference Software Operation Manual **For Session/Workshop Chairs**

CONTACT US

If you need any further information

please contact **secretariat_roomvent2022@hotmail.com**

1. Download Software

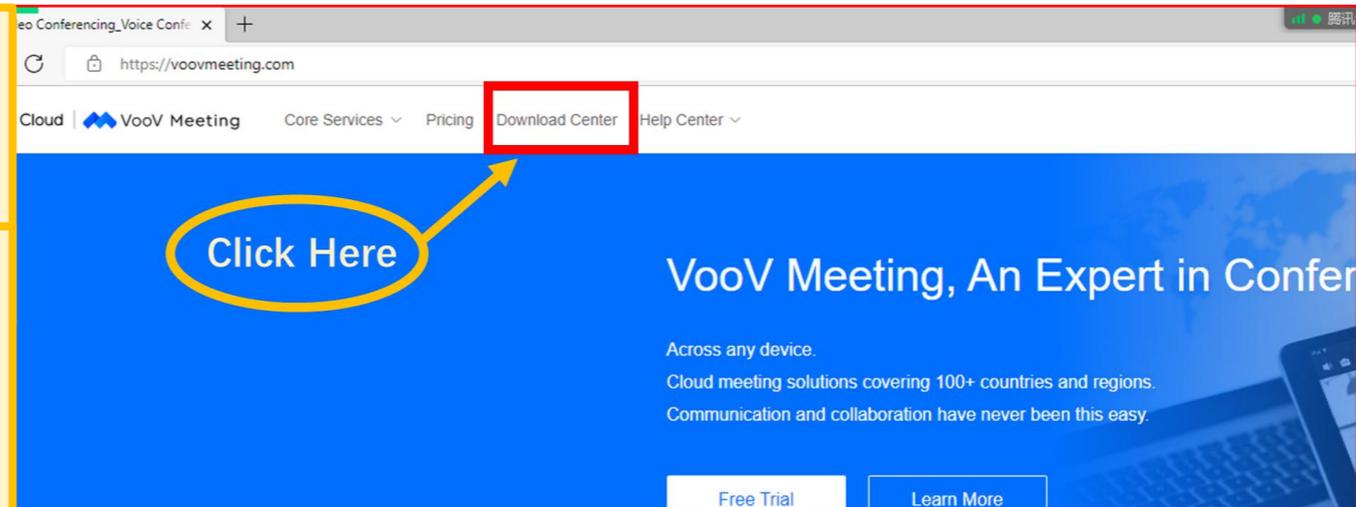
For the attenders **outside of Chinese mainland**, please download **VOOV Meeting**.

STEP ONE:

Login <https://voovmeeting.com/>

STEP TWO:

Click "Download Center"



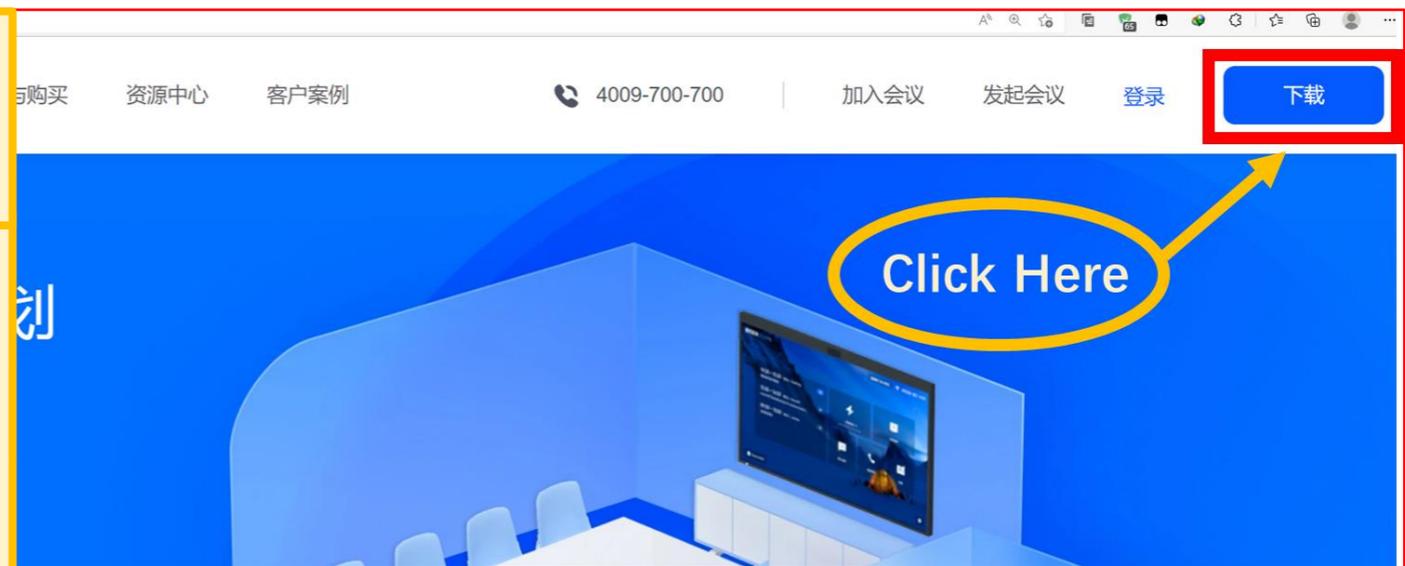
For the attenders **in Chinese mainland**, please download **Tencent Meeting**.

STEP ONE:

Login <https://meeting.tencent.com/>

STEP TWO:

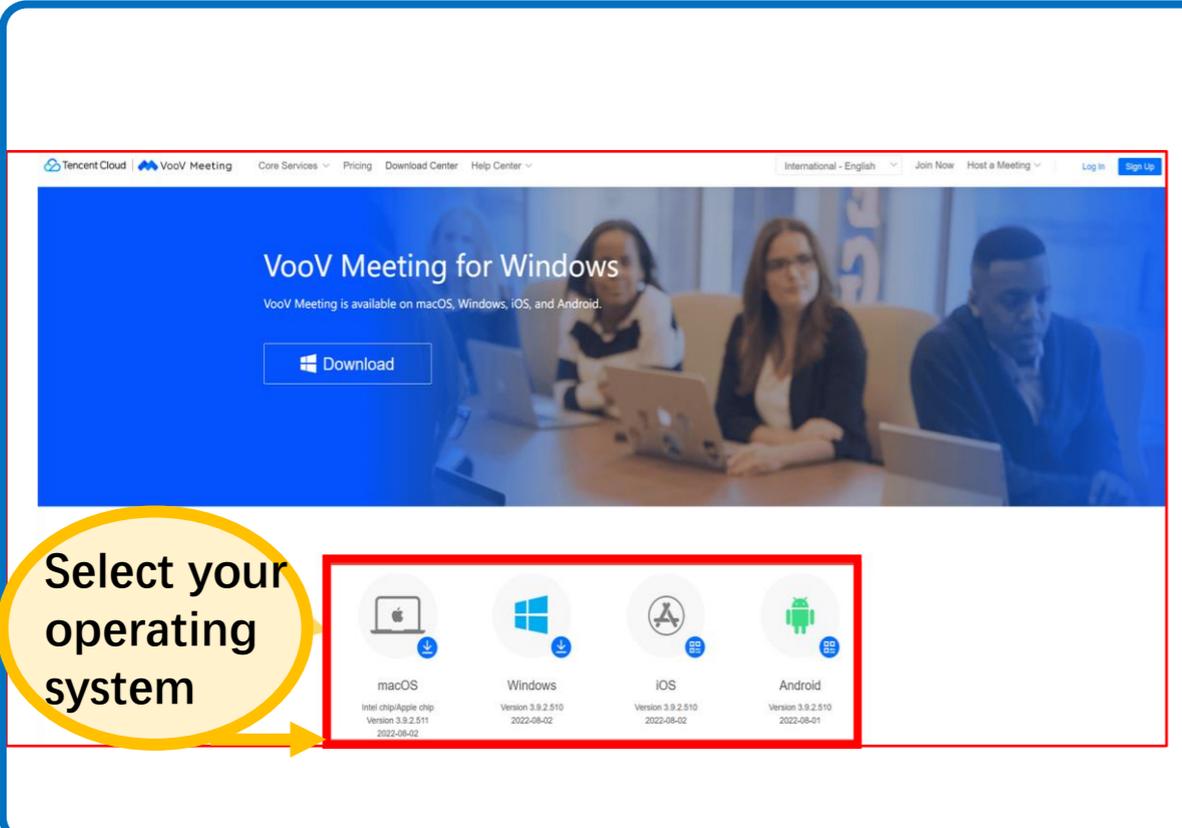
Click "Download Center"



1. Download Software

STEP THREE:

For the attenders **outside of Chinese mainland**

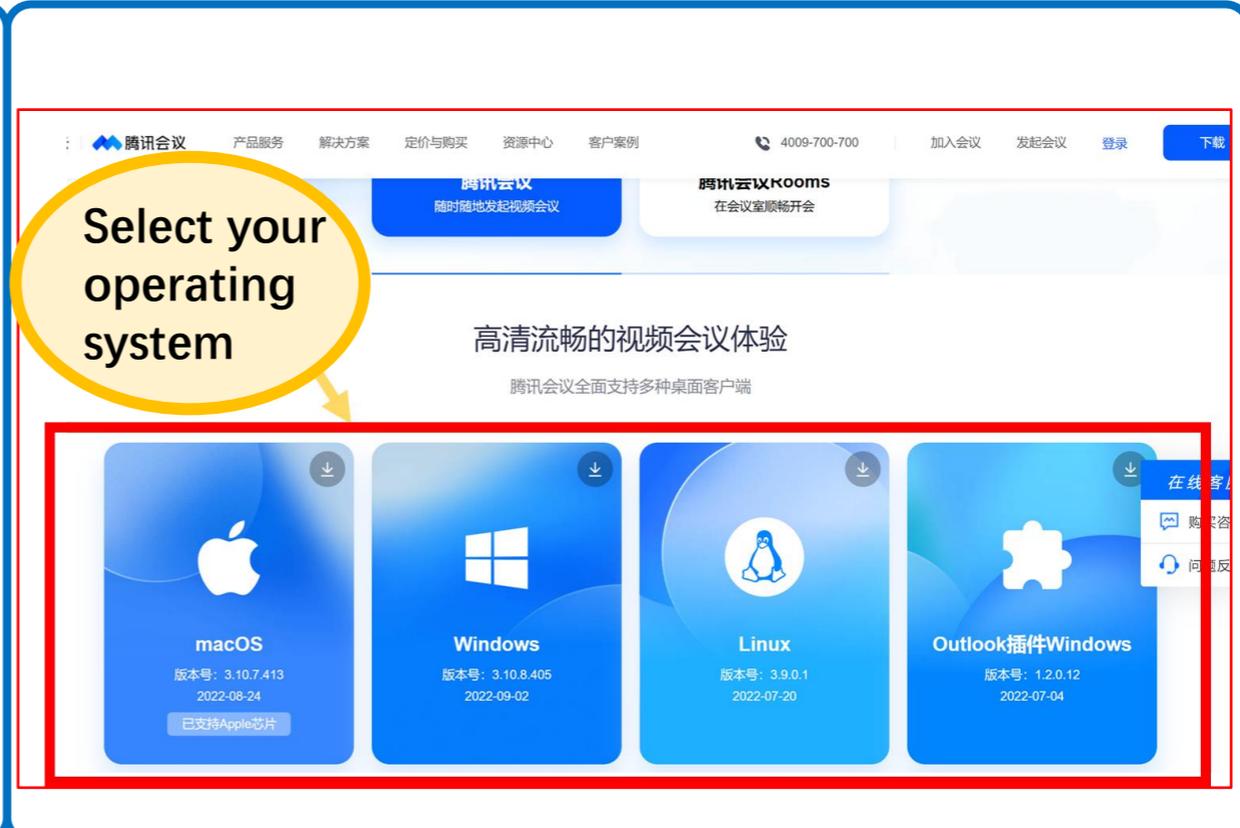


The screenshot shows the international version of the VooV Meeting website. The main heading is "VooV Meeting for Windows" with a subtext "VooV Meeting is available on macOS, Windows, iOS, and Android." and a "Download" button. Below this, a red-bordered box highlights four operating system icons: macOS, Windows, iOS, and Android. A yellow callout bubble with the text "Select your operating system" points to this box.

OS	Version	Release Date
macOS	Version 3.9.2.511	2022-08-02
Windows	Version 3.9.2.510	2022-08-02
iOS	Version 3.9.2.510	2022-08-02
Android	Version 3.9.2.510	2022-08-01

STEP THREE:

For the attenders **in Chinese mainland**

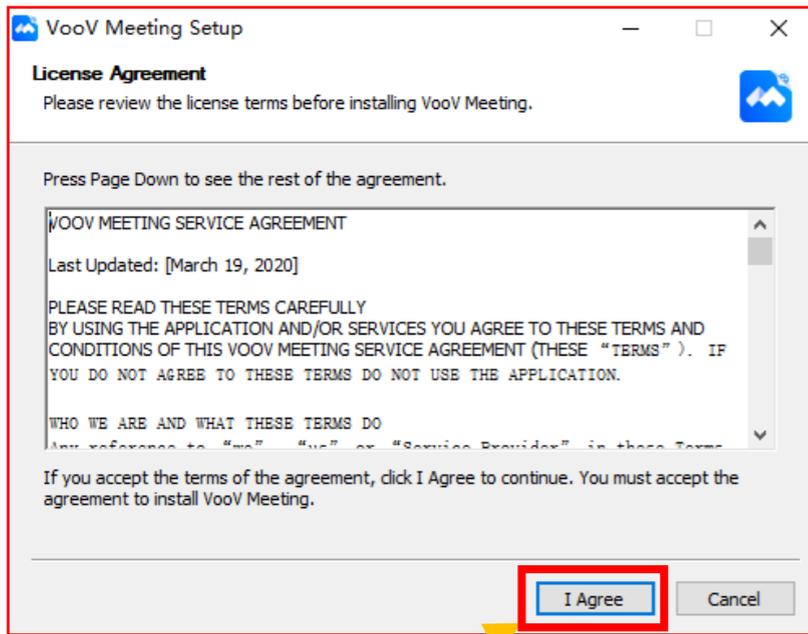


The screenshot shows the Chinese version of the Tencent Meeting website. A yellow callout bubble with the text "Select your operating system" points to a red-bordered box containing four operating system download cards: macOS, Windows, Linux, and Outlook插件Windows. Each card displays the version number and release date.

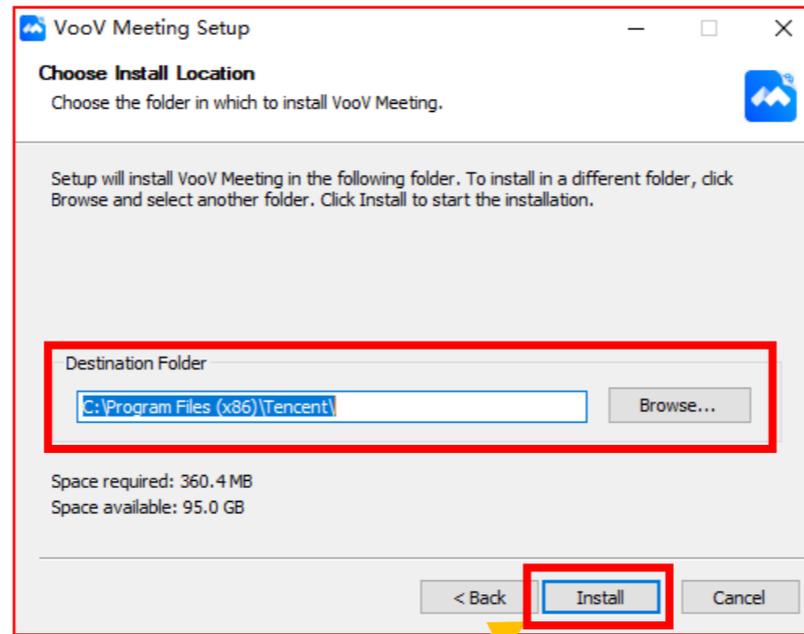
OS	Version	Release Date
macOS	版本号: 3.10.7.413	2022-08-24
Windows	版本号: 3.10.8.405	2022-09-02
Linux	版本号: 3.9.0.1	2022-07-20
Outlook插件Windows	版本号: 1.2.0.12	2022-07-04

2. Install Software

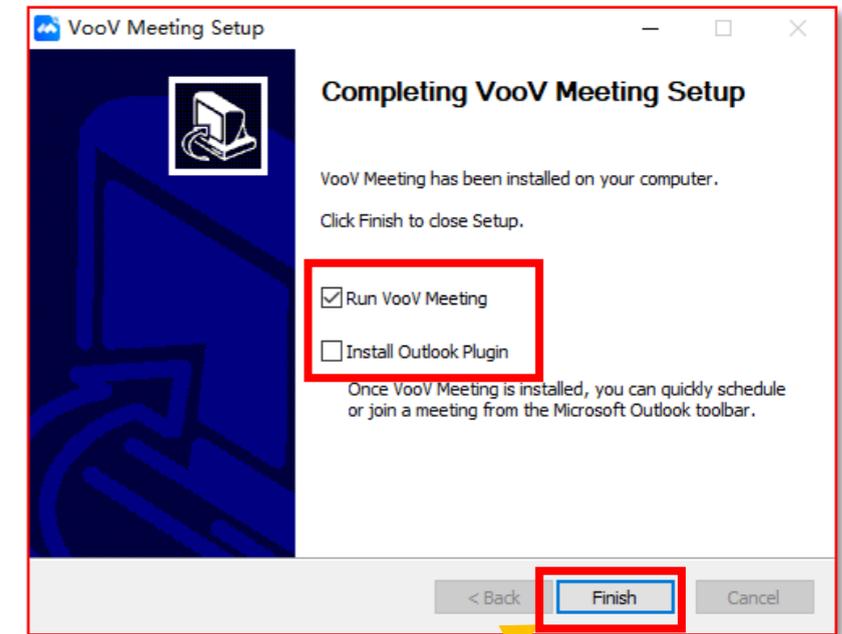
STEP ONE:
click the “I Agree”



STEP TWO:
choose install location and
click the “Install”.



STEP THREE:
Click the “Finish”



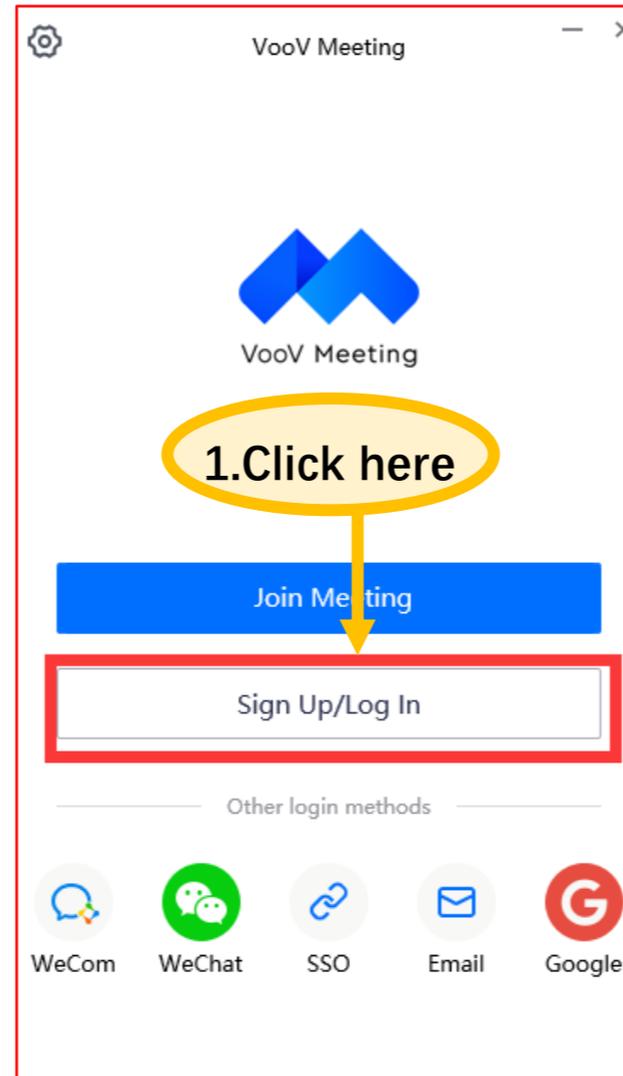
3. Run software and sign up

STEP ONE: Run VOOV Meeting



Double
Click it

STEP TWO: Sign up an account



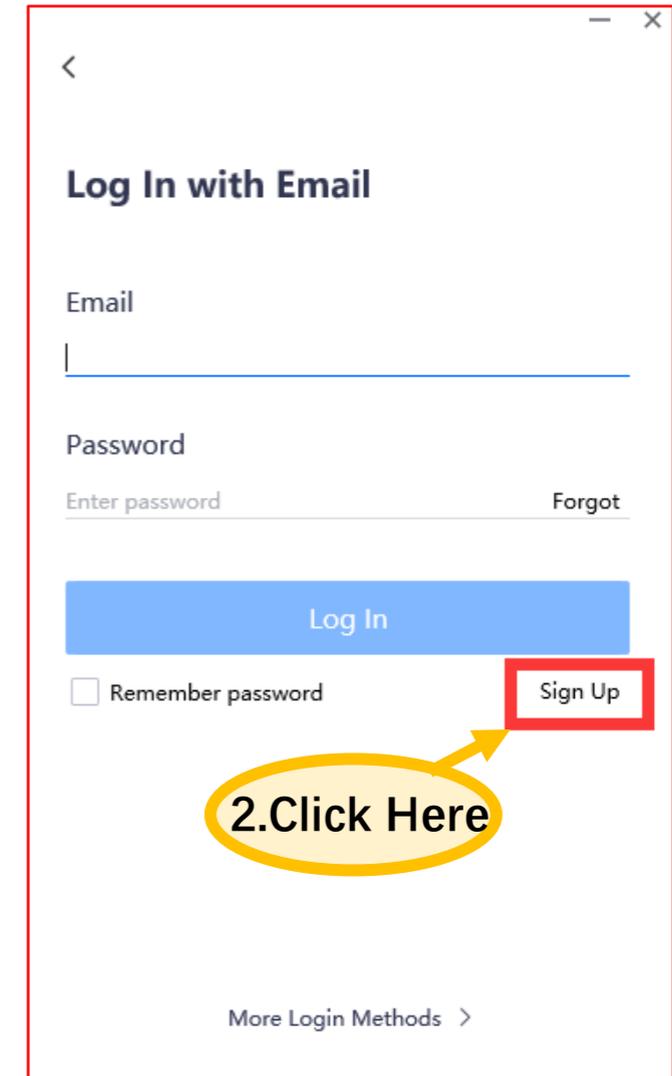
1. Click here

Sign Up/Log In

Other login methods



WeCom WeChat SSO Email Google



Log In with Email

Email

Password

Enter password

Forgot

Log In

Remember password

Sign Up

2. Click Here

More Login Methods >

3. Run software and sign up

(This page will pop up in your browser)

STEP TWO: Sign up an account

Sign Up

3. Select the region

Primary Location
United States

Please select the country/region where you are primarily located

Date of birth
1995-05-17

Please enter your date of birth to optimize your VooV Meeting experience. We do not store this information.

4. Enter Date of birth

NOTICE: Make sure you are older than 18

5. Click here

Next

DATA PROCESSING AGREEMENT

I acknowledge and agree to the Data Processing Agreement located at [DPA](#)

6. Click here

Disagree Agree

Agreement

have read and agree to [Service Agreement](#)

have read and agree to [Privacy Policy](#)

7. Check the agreement

8. Click here

Next

3. Run software and sign up

NOTICE: There are two methods to sign up

STEP TWO: Sign up an account

First method:
sign up with
Email

Sign Up

[Sign Up with Mobile Number >](#)

Email Address

Verification Code

Name

Password

Confirm Password

Second method:
sign up with
Mobile Number

Sign Up

[Sign Up with Email >](#)

Mobile Number

Verification Code

Name

Password

Confirm Password

3. Run software and sign up

STEP TWO: Sign up an account

First method:
sign up with
Email

The image shows a mobile application sign-up screen titled "Sign Up" with a link for "Sign Up with Mobile Number >". The form contains the following fields and elements:

- Email Address:** A text input field with a red border, highlighted by callout 1.
- Verification Code:** A text input field with a red border, highlighted by callout 3. To its right is a blue "Send Code" button with a red border, highlighted by callout 2.
- Name:** A text input field with a red border, highlighted by callout 4.
- Password:** A text input field with a red border, highlighted by callout 4. It includes a toggle icon for visibility.
- Confirm Password:** A text input field with a red border, highlighted by callout 4. It includes a toggle icon for visibility.
- Sign Up:** A blue button with a red border at the bottom, highlighted by callout 5.

3. Run software and sign up

STEP TWO: Sign up an account

Second method:
sign up with
Mobile Number

1. Click here

Sign Up

[Sign Up with Mobile Number >](#)

Email Address

Enter email address

Verification Code

Enter verification code [Send Code](#)

Name

Enter your display name

Password

Enter password

Confirm Password

Enter password

Sign Up

2. Fill in your
Mobile Number

4. Fill in your
Verification Code

5. Fill in information

6. Click here

Sign Up

[Sign Up with Email >](#)

Mobile Number

+852

Verification Code

[Send Code](#)

Name

Enter your display name

Password

Enter password

Confirm Password

Enter password

Sign Up

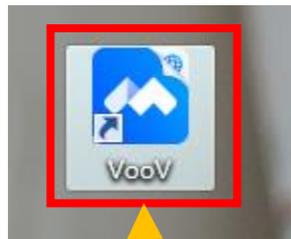
3. Click here

4. Run software and log in

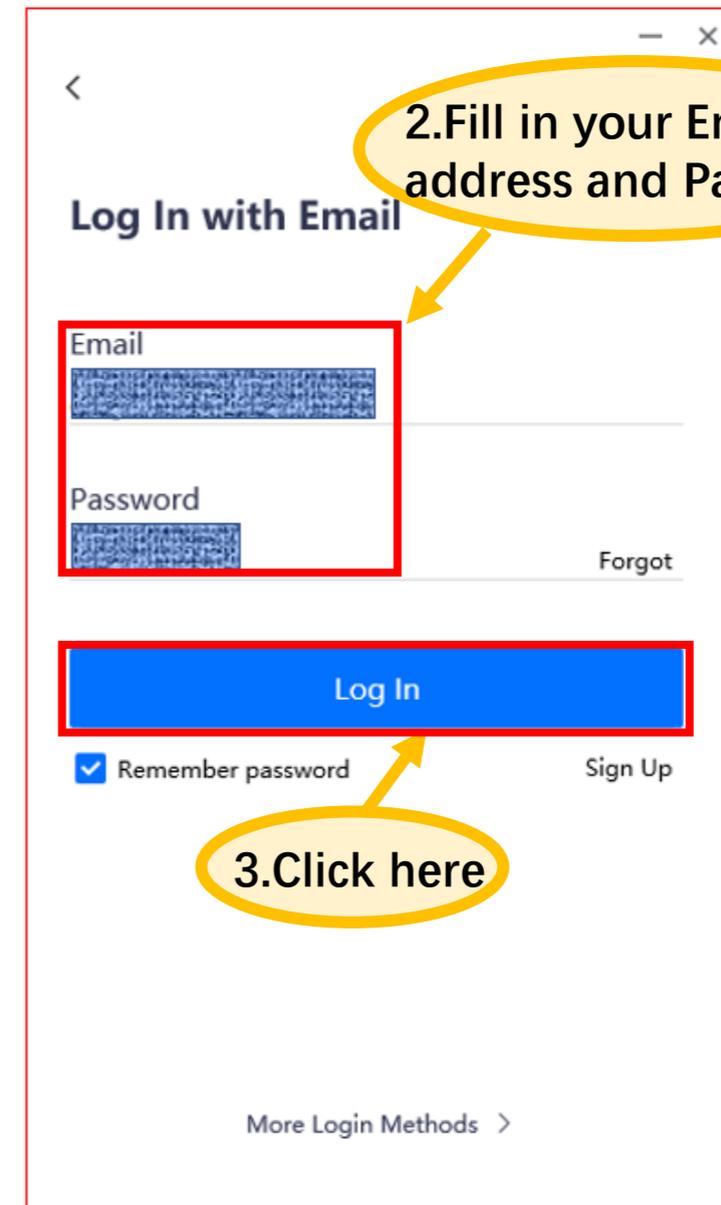
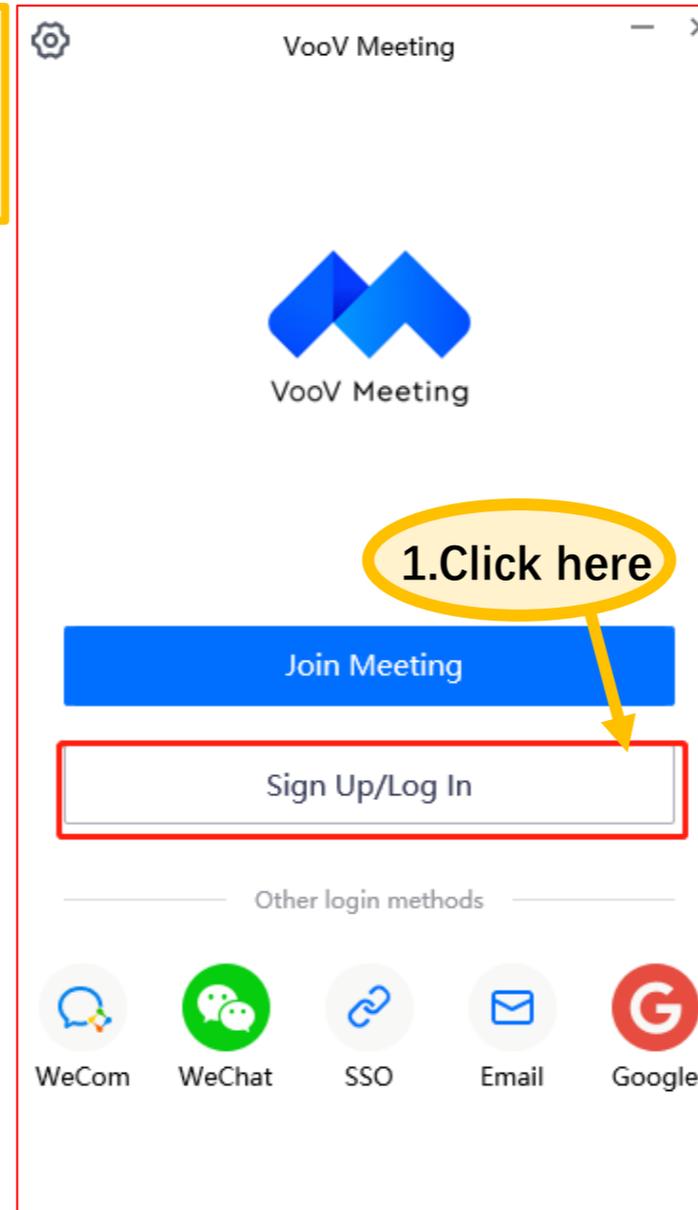
STEP ONE:
Run VOOV Meeting

STEP TWO:
Log in your account

First method:
sign up with
Email



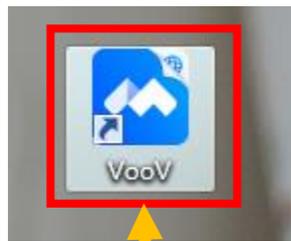
Double
Click it



4. Run software and log in

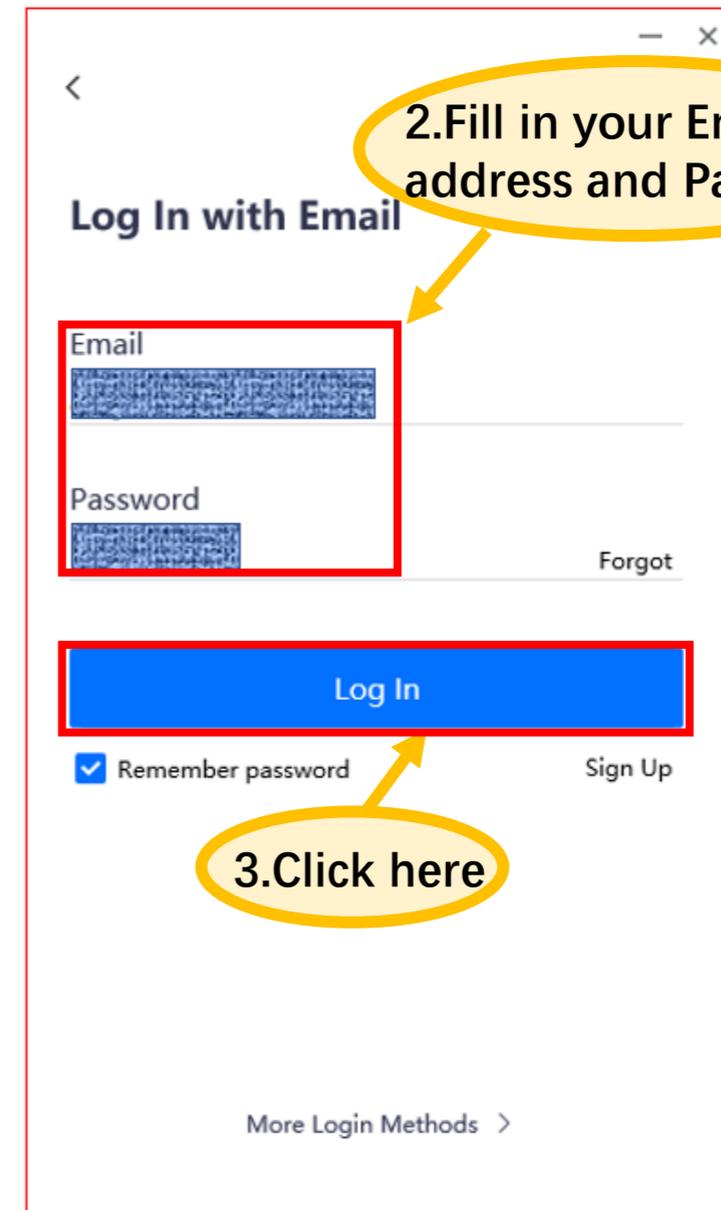
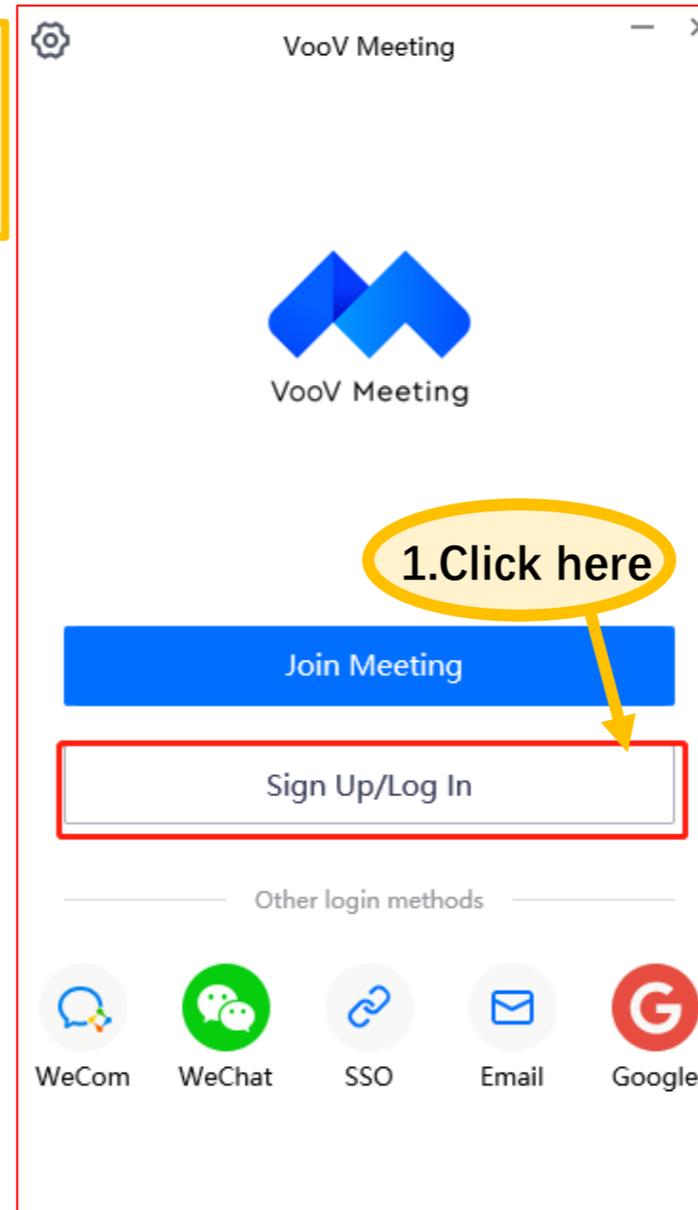
STEP ONE:
Run VOOV Meeting

Second method:
sign up with
Mobile number



Double
Click it

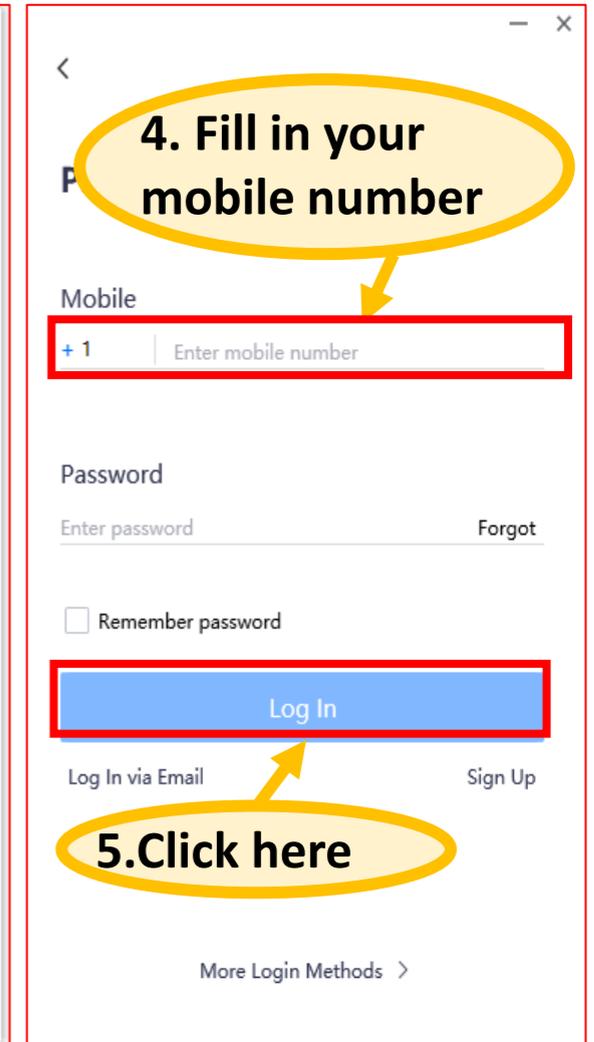
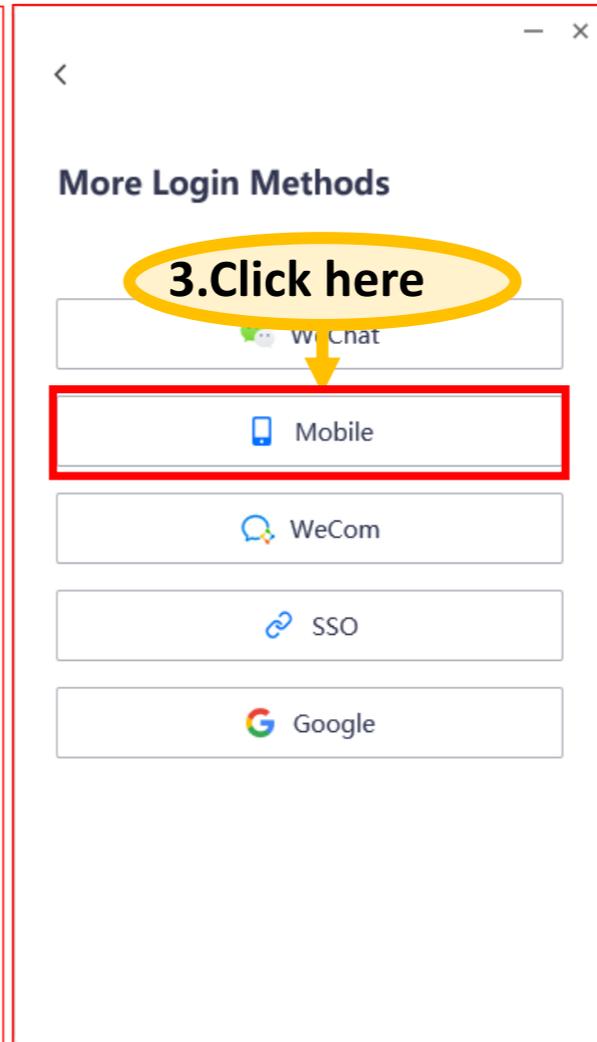
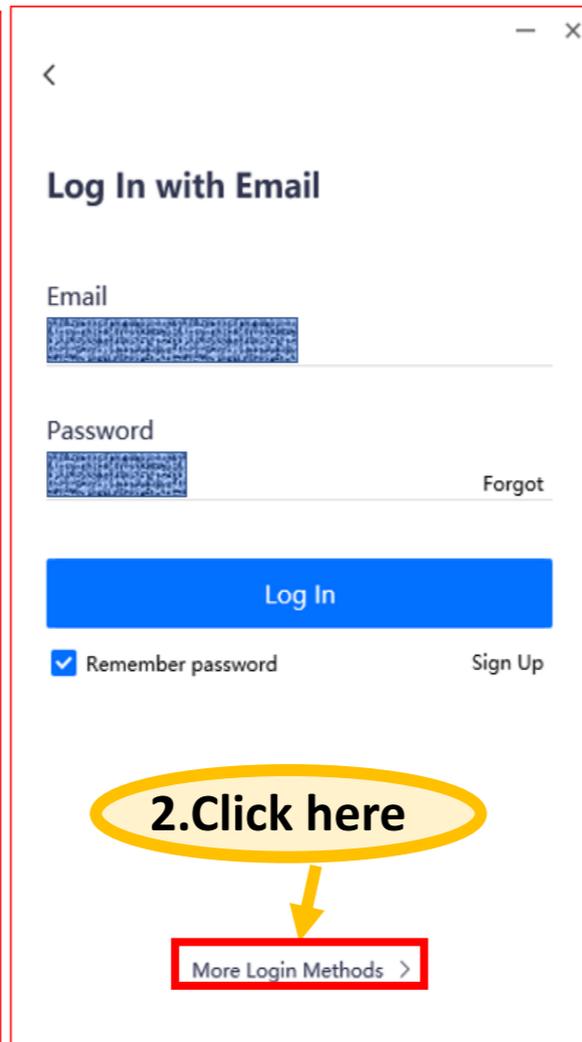
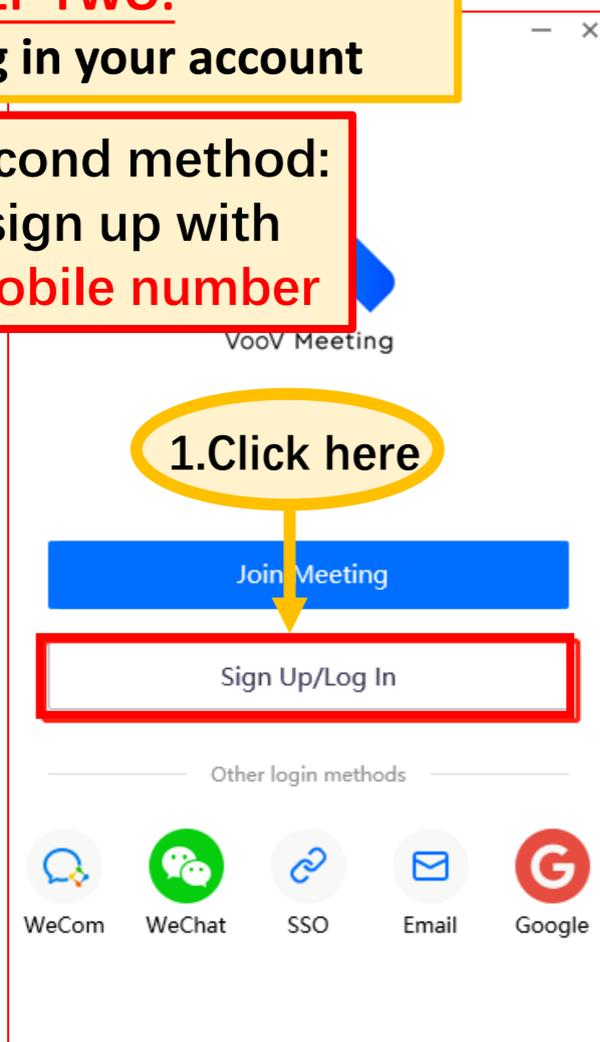
STEP TWO:
Log in your
account



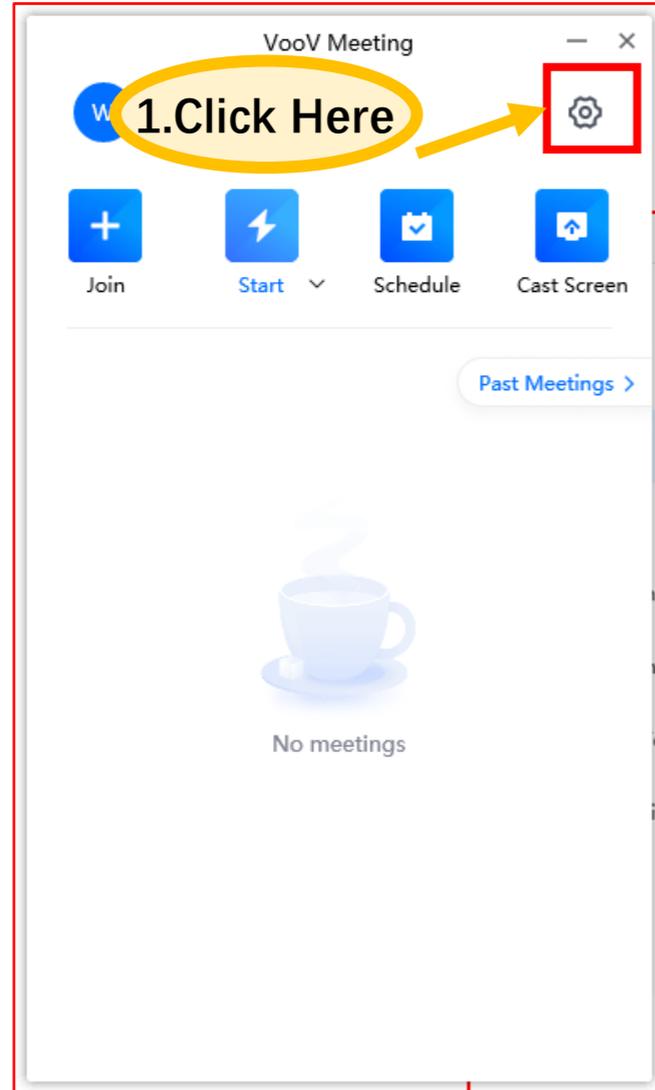
4. Run software and log in

STEP TWO:
Log in your account

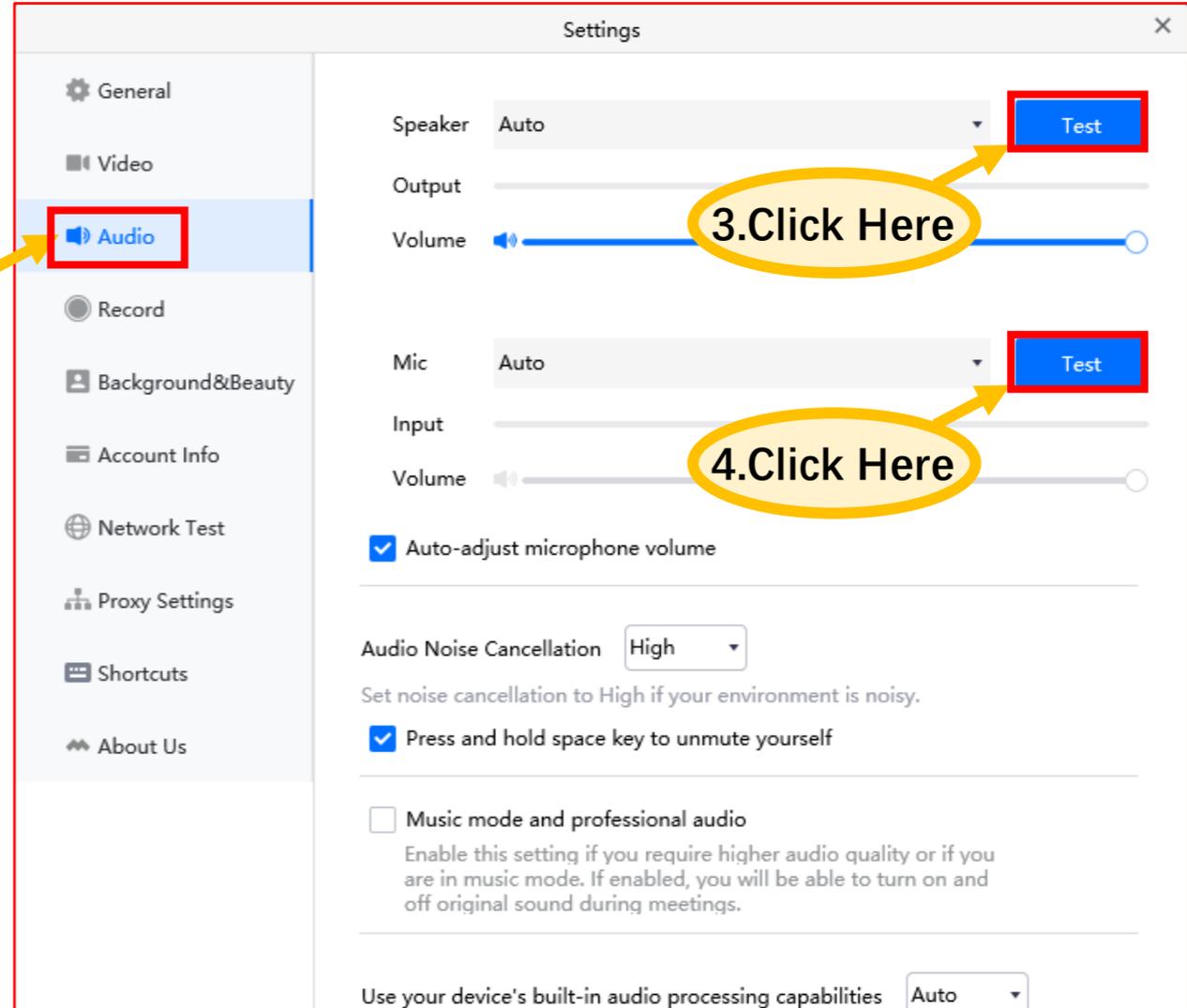
Second method:
sign up with
Mobile number



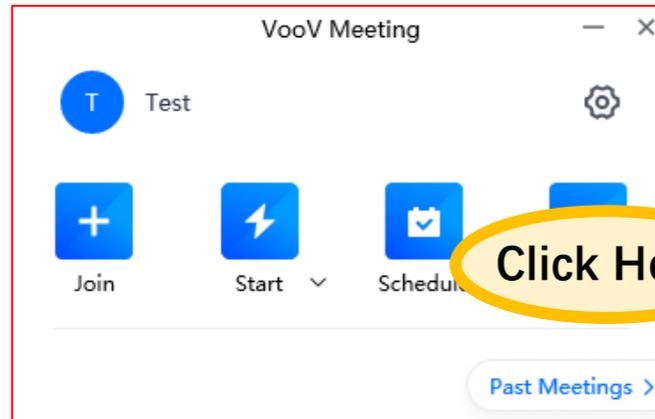
5. Test device



2. Click Here



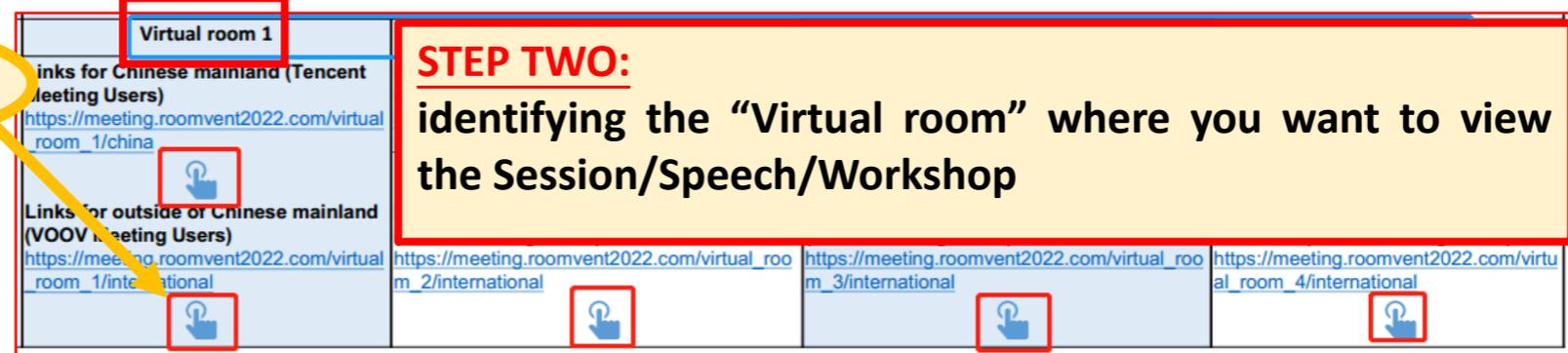
6. Join meeting



STEP ONE:

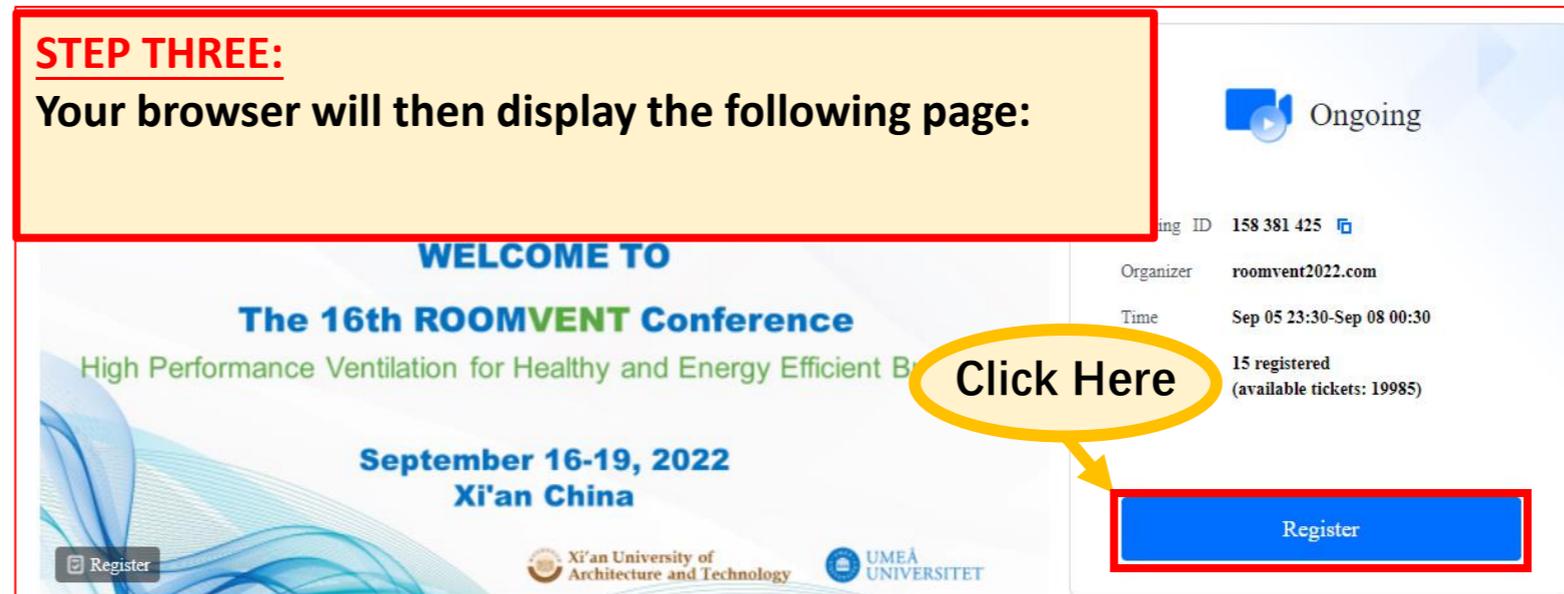
logging in to your account, please do not close the VOOV Meeting

For example, if you need to enter Virtual room 1, please **click** on the button in Conference Program.



STEP THREE:

Your browser will then display the following page:



6. Join meeting

NOTICE

STEP FOUR:
Fill in your information

Please answer the following questions to complete your registration.

1. Mobile Number*

+86

2. Name*

3. Email

Click here

Submit

Cancel

Authentication:

Please enter your mobile phone number **registered for ROOMVENT2022 Conference** or the **mobile phone number you have provided us.**

ROOMVENT 2022 Conference Xi'an

WELCOME TO
The 16th ROOMVENT Conference
Performance Ventilation for Healthy and Energy

September 16-19, 2022
Xi'an China

Xi'an University of Architecture and Technology UMEÅ UNIVERSITET

Ongoing

Meeting ID 158 381 425

Organizer roomvent2022.com

Time Sep 05 23:30-Sep 08 00:30
[Sync to Calendar \(.ics\)](#)

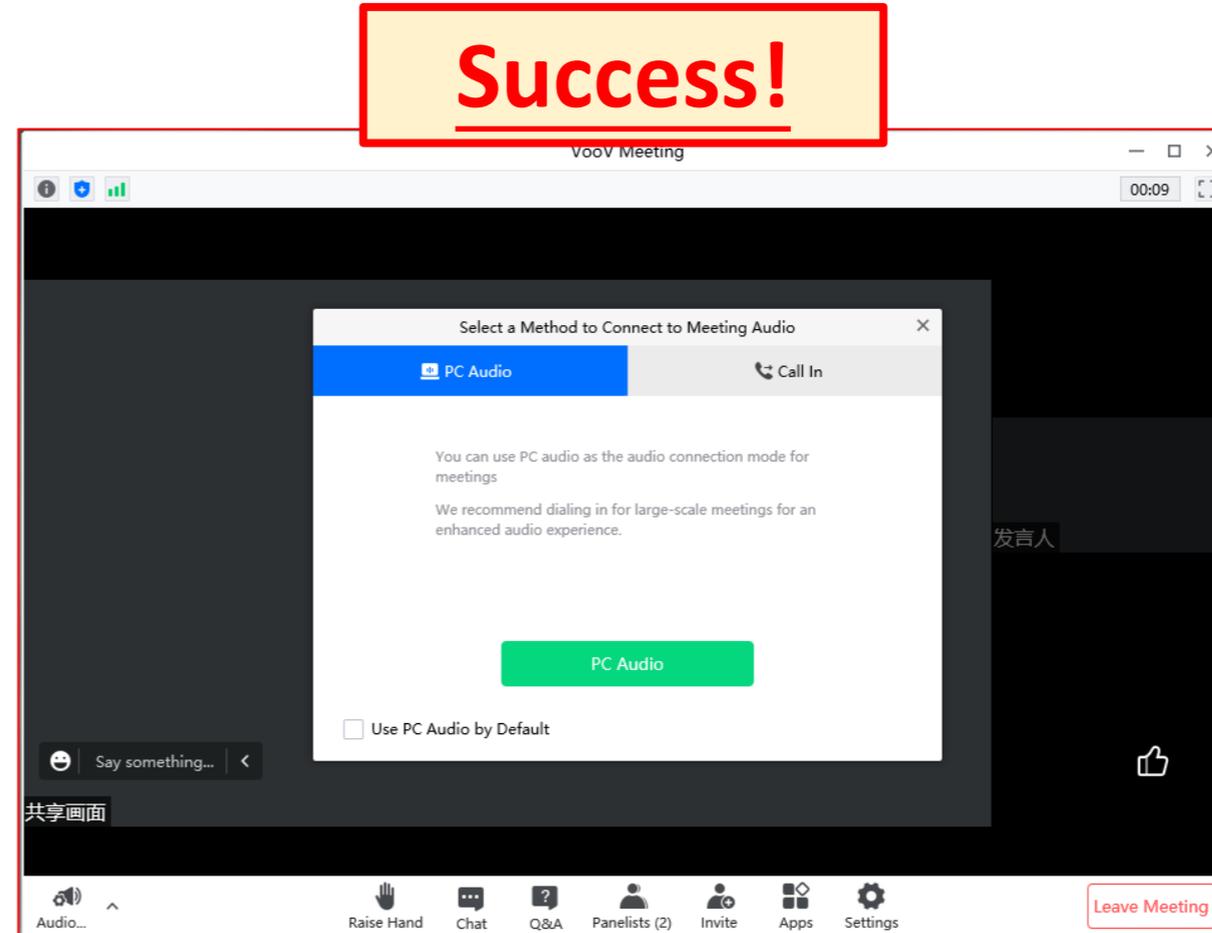
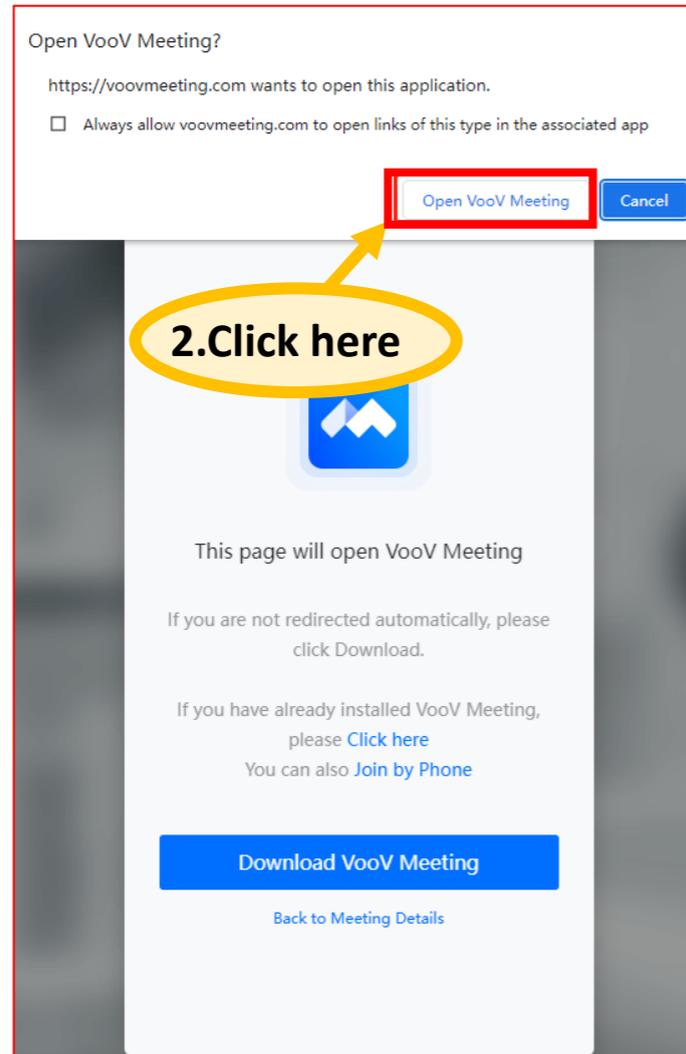
Registrants 16 registered
(available tickets: 19984)

Join Now

STEP FIVE:
Join meeting

Click here

6. Join meeting

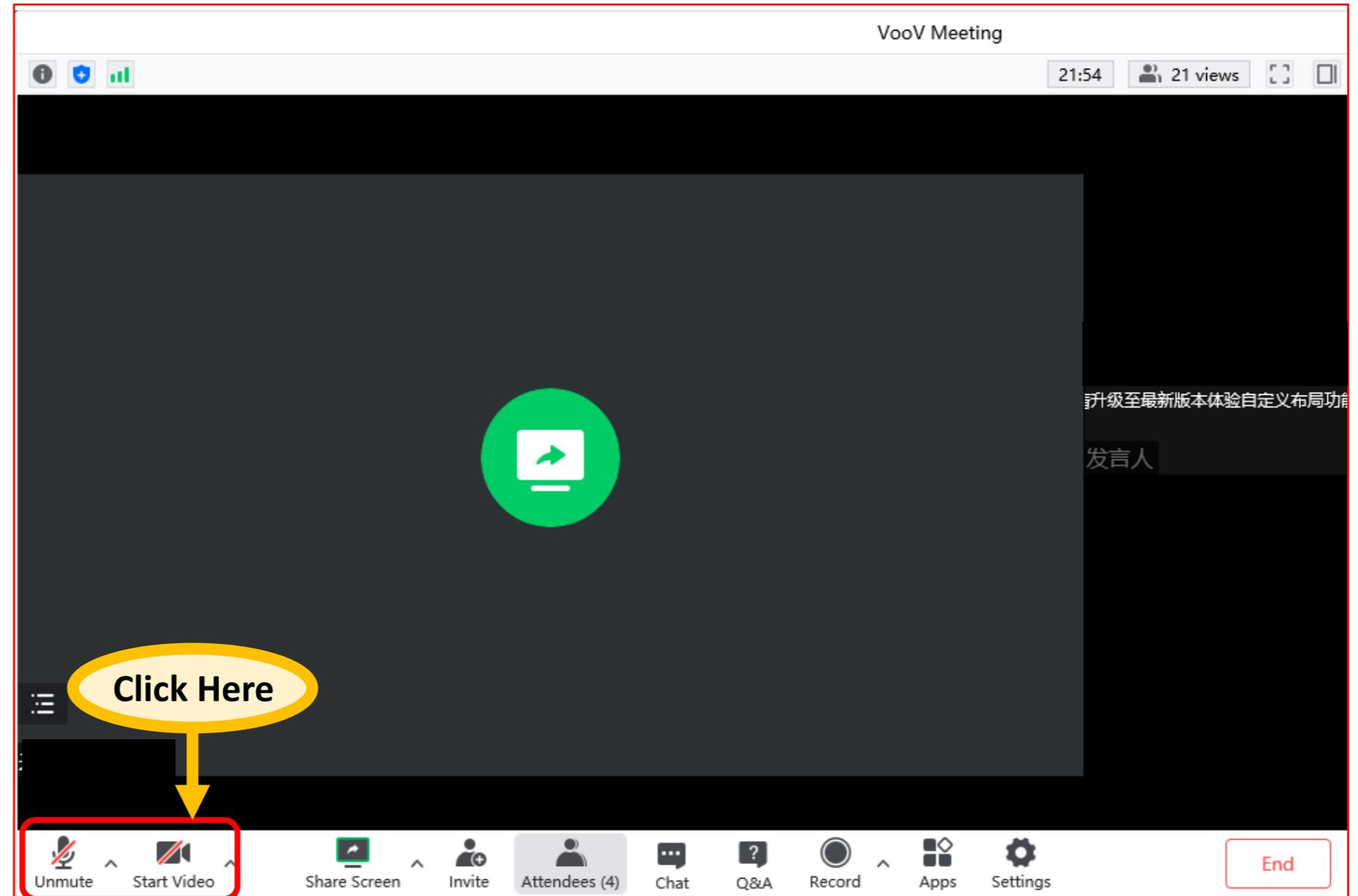


7. Chair's guide

7.1 Preparation

NOTICE

1. The chairs should enter the virtual room **15 minutes early** for the keynote speech, parallel session and workshop.
2. Make sure to turn on your **microphone and video** after entering the virtual room.



7. Chair's guide

7.2 Coordinate attendee's questions

The screenshot shows the VooV Meeting interface with several annotations:

- 1. Click Here:** A yellow oval points to the "Attendees (4)" icon in the bottom toolbar.
- 2. One attendees is raising his hands:** A yellow oval points to the "Attendees (1)" section in the right sidebar, which shows a blue hand icon.
- 3. Click Here:** A yellow oval points to the hand icon of the attendee listed in the sidebar.

A yellow box at the top left of the meeting area contains the text: "If attendees ask questions by raising their hands".

The bottom toolbar includes icons for Unmute, Start Video, Share Screen, Invite, Attendees (4), Chat, Q&A, Record, Apps, Settings, and an End button.

The right sidebar shows "Panelists (3)" and "Attendees (1)". Below this, it states "1 attendee(s) raised their hands" and lists an attendee with a hand icon.

7. Chair's guide

7.2 Coordinate attendee's questions

The screenshot shows a VooV Meeting window with a dark background. At the top left, a yellow banner reads "If attendees ask questions by raising their hands". In the center, a green circle contains a white icon of a hand with a speech bubble. On the right, a white notification box shows a profile for "attendee0 (Attendee)". Below this, a grey bar indicates "2 attendee(s) raised their hands". The "Attendees" panel on the right lists several attendees, with "attendee0 (Attendee)" highlighted and a blue "Allow to Speak" button next to it. A yellow arrow points from a yellow oval containing the text "1. Click Here" to the "Allow to Speak" button. Another yellow oval below it contains the text "2. Allow attendee who raised their hands to speak". The bottom toolbar includes icons for Unmute, Start Video, Share Screen, Invite, Attendees (7), Chat, Q&A, Record, Apps, Settings, and an End button. The "Attendees (7)" icon is highlighted with a red box.

If attendees ask questions by raising their hands

attendee0 (Attendee)

2 attendee(s) raised their hands

attendee0 (Attendee) **Allow to Speak** More ▾

attendee3 (Attendee)

attendee2 (Attendee)

attendee1 (Attendee)

1. Click Here

2. Allow attendee who raised their hands to speak

Unmute Start Video Share Screen Invite **Attendees (7)** Chat Q&A Record Apps Settings End Lower All Hands More ▾

7. Chair's guide

7.2 Coordinate attendee's questions

The screenshot displays the VooV Meeting interface. At the top, the title bar reads "VooV Meeting" and shows a timer at 33:06 and 21 views. A yellow box at the top left contains the text "If attendees ask questions by typing in Q&A". The main meeting area is dark with a green circular icon in the center. At the bottom, a toolbar contains various controls: Unmute, Start Video, Share Screen, Invite, Attendees (7), Chat, Q&A (highlighted with a red box and a yellow callout bubble labeled "1. Click Here"), Record, Apps, and Settings. On the right side, a Q&A panel is open, showing a list of questions. Two questions are highlighted with red boxes: "What is the test method" and "I have a question!". A yellow callout bubble labeled "2. Select the questions" has arrows pointing to these two questions. At the bottom of the Q&A panel, there is an input field with the placeholder text "Enter your question here" and a "Submit" button. An "Anonymous" checkbox is also present.