ROOMVENT 2022 Conference Xi'an

Conference Software Operation Manual For Keynote Speakers

CONTACT US

If you need any further information
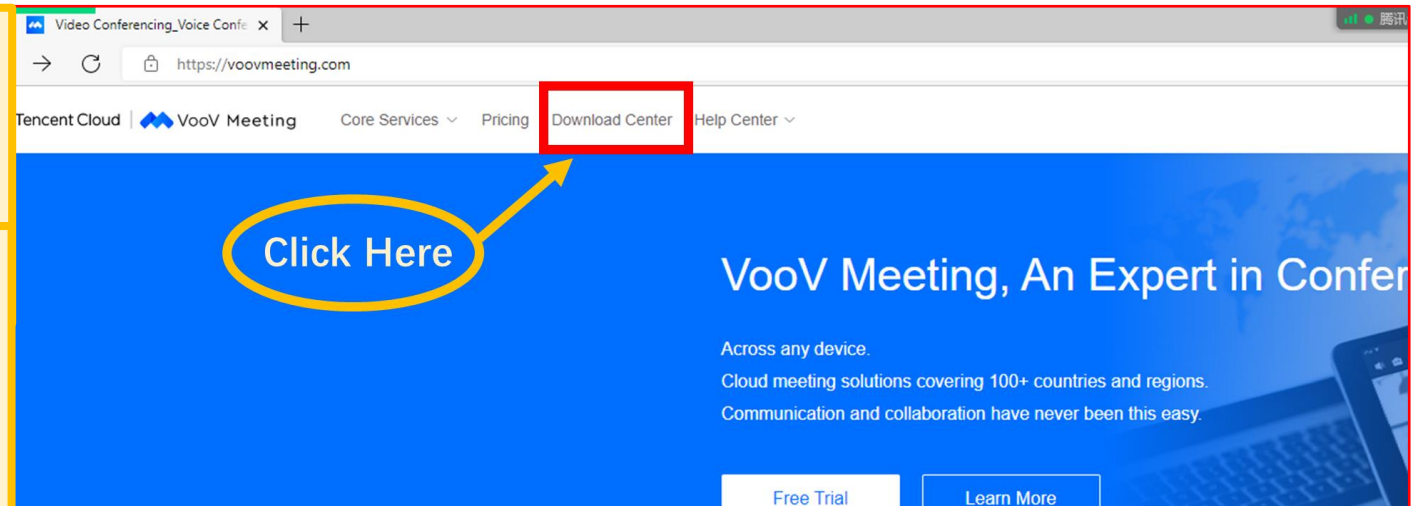
please contact **secretariat_roomvent2022@hotmail.com**

Xi'an University of Architecture and Technology

UMEÅ UNIVERSITET

1. Download Software

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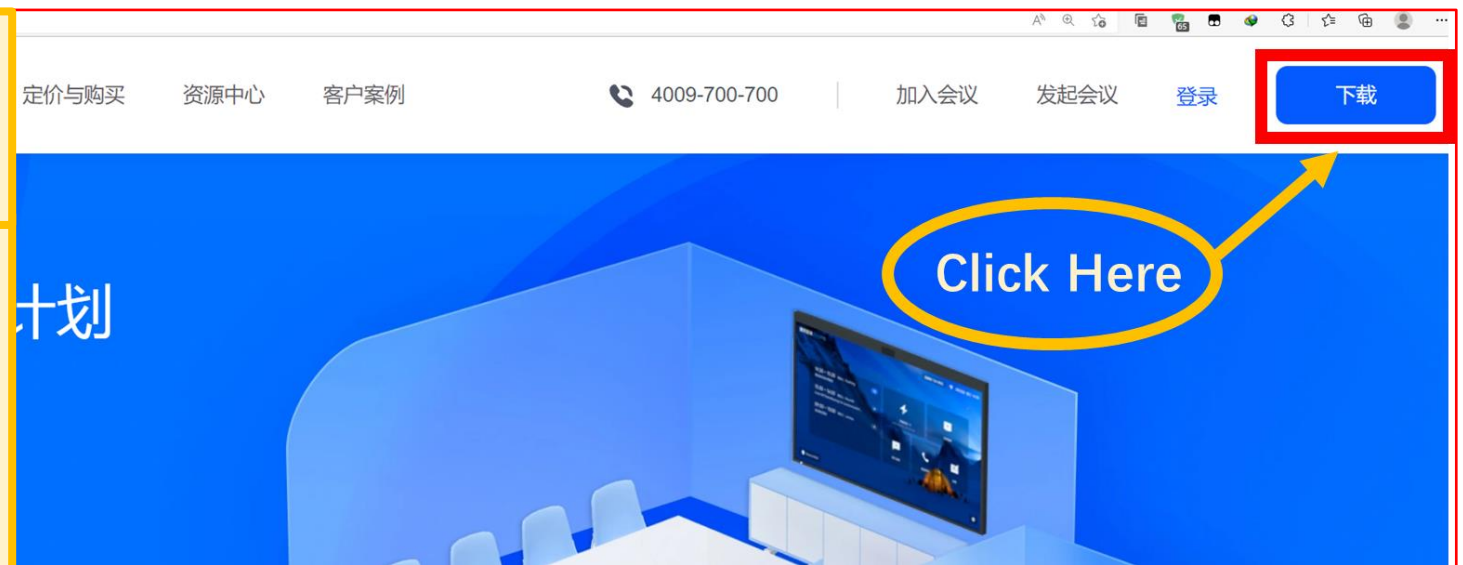
STEP ONE:

Login **https://voovmeeting.com/**

STEP TWO:

Click "Download Center"

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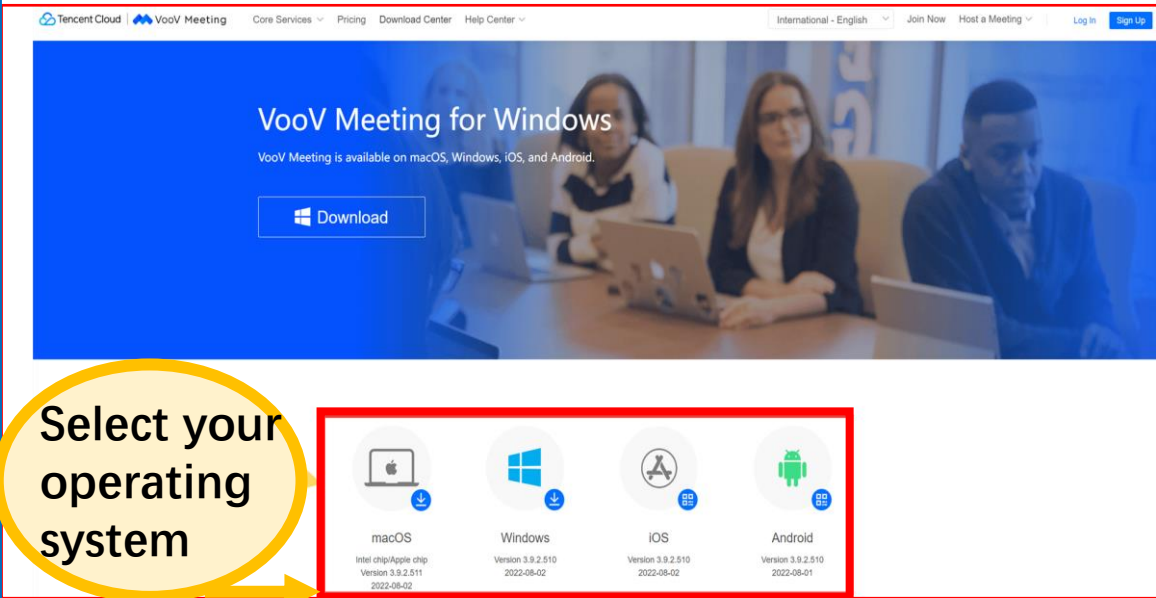
STEP ONE:

Login **https://meeting.tencent.com/**

STEP TWO:

Click "Download Center"

1. Download Software

Select your operating system

Select your operating system

2. Install Software

STEP ONE:
click the "I Agree"
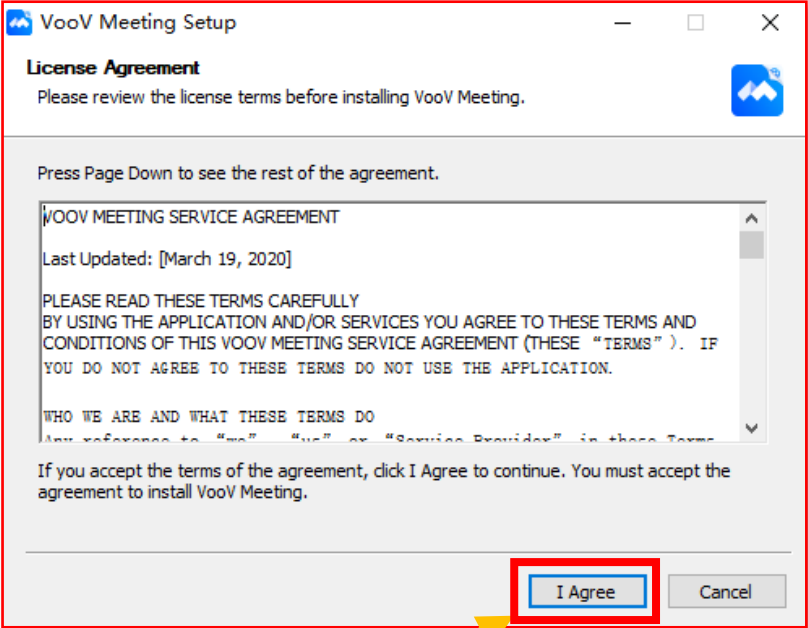
STEP TWO:
choose install location and click the "Install".

STEP THREE:
Click the "Finish"

STEP ONE panel (VooV Meeting Setup — License Agreement):

License Agreement
Please review the license terms before installing VooV Meeting.

Press Page Down to see the rest of the agreement.

VOOV MEETING SERVICE AGREEMENT

Last Updated: [March 19, 2020]

PLEASE READ THESE TERMS CAREFULLY
BY USING THE APPLICATION AND/OR SERVICES YOU AGREE TO THESE TERMS AND CONDITIONS OF THIS VOOV MEETING SERVICE AGREEMENT (THESE "TERMS"). IF YOU DO NOT AGREE TO THESE TERMS DO NOT USE THE APPLICATION.

WHO WE ARE AND WHAT THESE TERMS DO

Any reference to "we", "us" or "Service Provider" in these Terms

If you accept the terms of the agreement, click I Agree to continue. You must accept the agreement to install VooV Meeting.

I Agree   Cancel

Click Here

STEP TWO panel (VooV Meeting Setup — Choose Install Location):
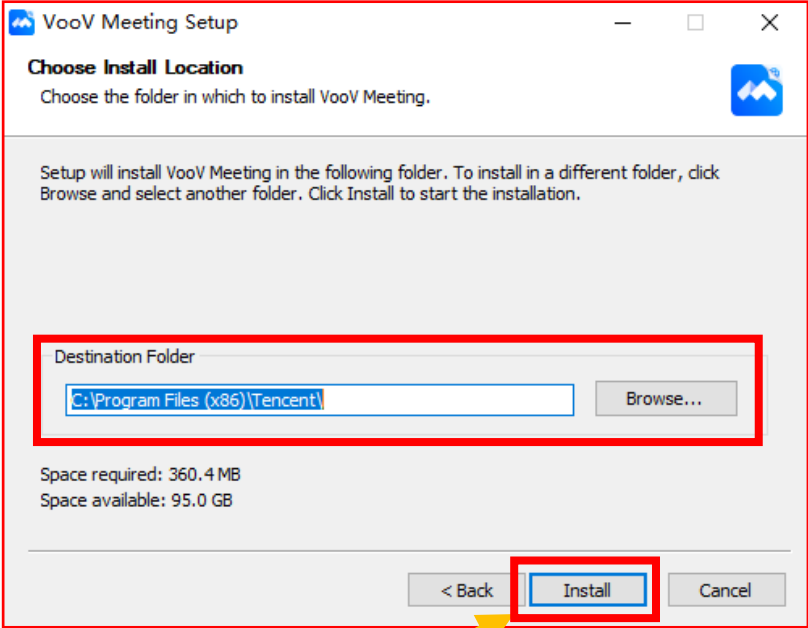
Choose Install Location
Choose the folder in which to install VooV Meeting.

Setup will install VooV Meeting in the following folder. To install in a different folder, click Browse and select another folder. Click Install to start the installation.

Destination Folder
C:\Program Files (x86)\Tencent\   Browse...

Space required: 360.4 MB
Space available: 95.0 GB

< Back   Install   Cancel

Click Here

STEP THREE panel (VooV Meeting Setup — Completing):

Completing VooV Meeting Setup

VooV Meeting has been installed on your computer.

Click Finish to close Setup.

☑ Run VooV Meeting
☐ Install Outlook Plugin

Once VooV Meeting is installed, you can quickly schedule or join a meeting from the Microsoft Outlook toolbar.

< Back   Finish   Cancel

Click Here

3. Run software and sign up
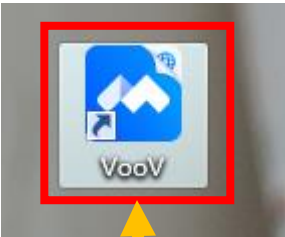
Double Click it

VooV Meeting

VooV Meeting

1.Click here

Join Meeting

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
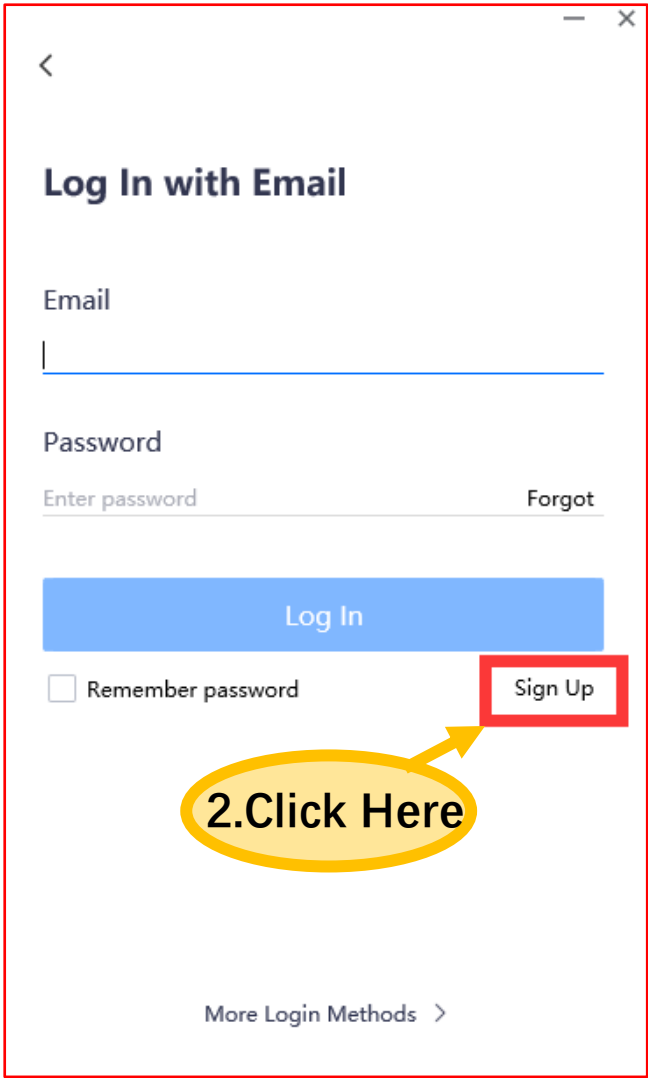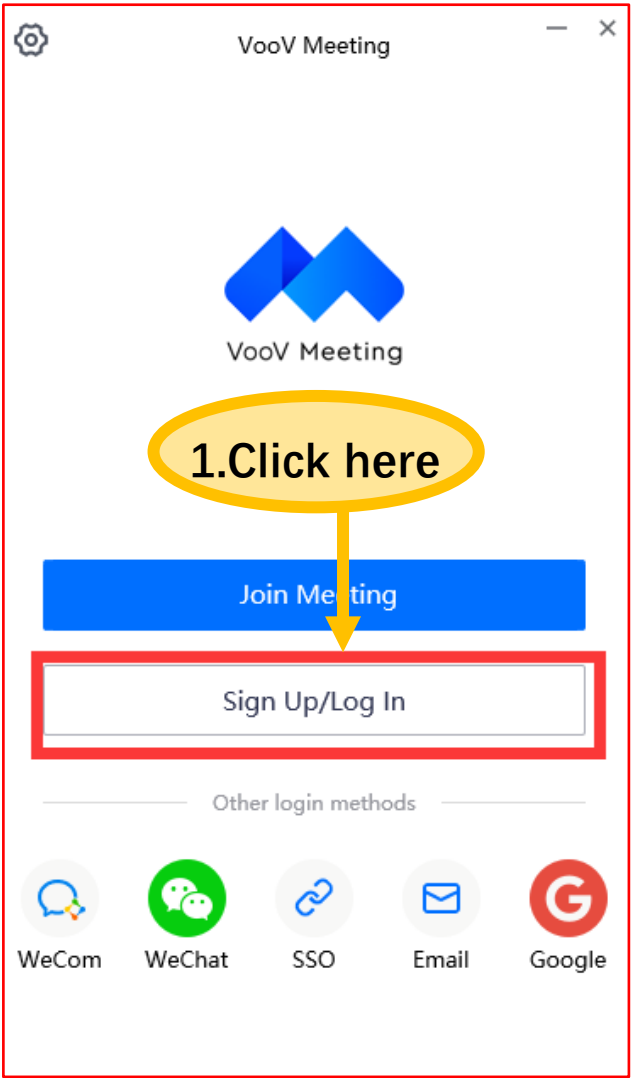
3. Run software and sign up

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 📅

4.Enter Date of birth

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

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

☑ I have read and agree to Service Agreement
☑ I have read and agree to Privacy Policy

7.Check the agreement

8.Click here

Next

3. Run software and sign up

STEP TWO: Sign up an account

NOTICE: There are two methods to sign up.

First method: sign up with Email

Second method: sign up with Mobile Number

3. Run software and sign up

First method: sign up with **Email**

Sign Up

Sign Up with Mobile Number >

1.Fill in your Email address

Email Address

3.Fill in your Verification Code

Verification Code

Send Code

2.Click here

4.Fill in information

Name

Password

Confirm Password

5.Click here

Sign Up

3. Run software and sign up

Second method: sign up with Mobile Number

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

1.Click here

Sign Up

Sign Up with Email >

Mobile Number

+852 | Enter mobile number

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

3.Click here

4.Fill in your Verification Code

5.Fill in information

6.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
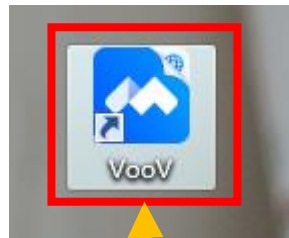
Double Click it

VooV Meeting

VooV Meeting

1.Click here

Join Meeting

Sign Up/Log In

Other login methods

WeCom   WeChat   SSO   Email   Google

Log In with Email

2.Fill in your Email address and Password

Email

Password

Forgot

Log In

3.Click here

Remember password

Sign Up

More Login Methods >
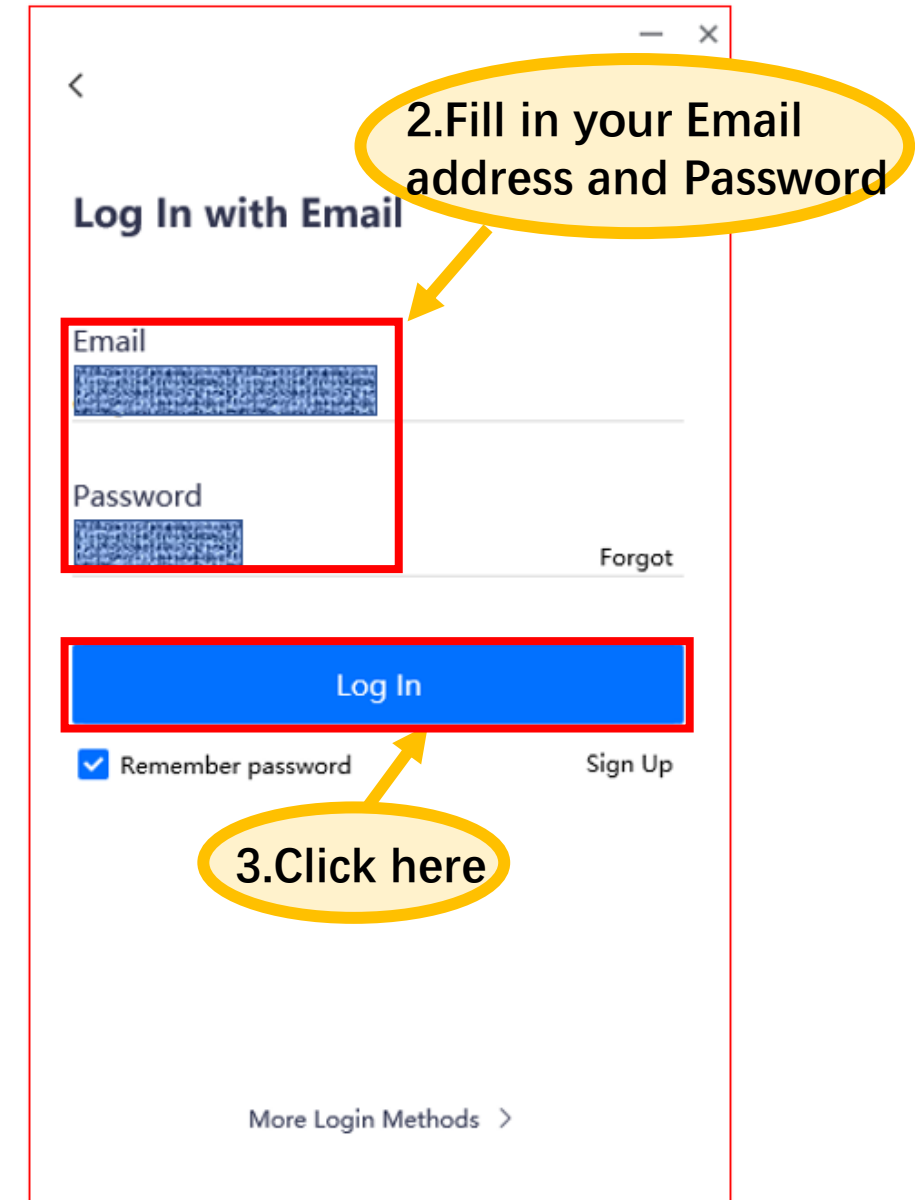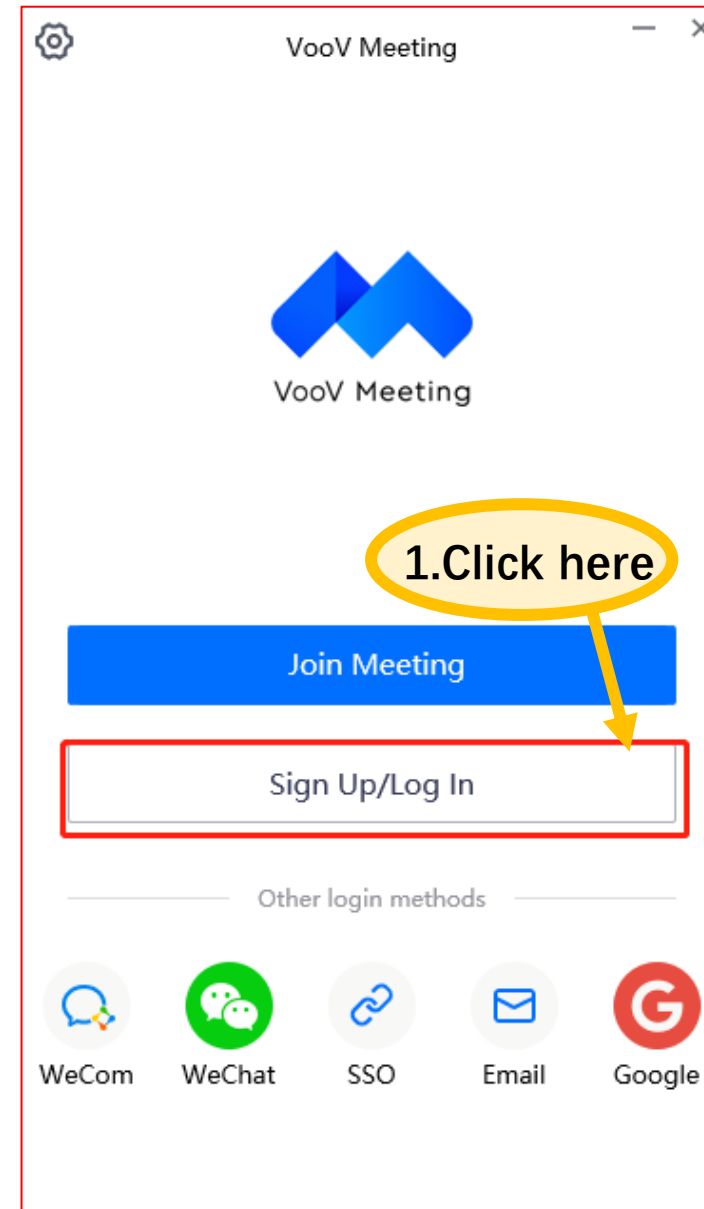
4. Run software and log in

STEP ONE:
Run VOOV
Meeting

STEP TWO:
Log in your
account

Second method:
sign up with
Mobile number

Double
Click it

VooV Meeting

VooV Meeting

1.Click here

Join Meeting

Sign Up/Log In

Other login methods

WeCom   WeChat   SSO   Email   Google

2.Fill in your Email
address and Password

Log In with Email

Email

Password

Forgot

Log In

Remember password   Sign Up

3.Click here

More Login Methods >

4. Run software and log in

Second method: sign up with **Mobile number**

VooV Meeting

1.Click here

Join Meeting

Sign Up/Log In

Other login methods

WeCom   WeChat   SSO   Email   Google

Log In with Email

Email

Password   Forgot

Log In

☑ Remember password   Sign Up

2.Click here

More Login Methods >

More Login Methods

3.Click here

WeChat

📱 Mobile

🔗 SSO

G Google

---

4. Fill in your mobile number

Mobile

+ 1   Enter mobile number

Password

Enter password   Forgot

☐ Remember password

Log In

Log In via Email   Sign Up

5.Click here

More Login Methods >

5. Test device

VooV Meeting

1.Click Here

Join   Start   Schedule   Cast Screen

Past Meetings ›

No meetings

2.Click Here

Settings

General

Video

Audio

Record

Background&Beauty

Account Info

Network Test

Proxy Settings

Shortcuts

About Us

Speaker   Auto   Test

Output

Volume

3.Click Here

Mic   Auto   Test

Input

Volume

4.Click Here

☑ Auto-adjust microphone volume

Audio Noise Cancellation   High

Set noise cancellation to High if your environment is noisy.

☑ Press and hold space key to unmute yourself

☐ Music mode and professional audio

Enable this setting if you require higher audio quality or if you are in music mode. If enabled, you will be able to turn on and off original sound during meetings.

Use your device's built-in audio processing capabilities   Auto

6. Join meeting

VooV Meeting — □ ✕

T Test ⚙

➕ ⚡ 📅 ⬆
Join   Start ⌄   Schedule   Cast Screen

Past Meetings ›

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

No meetings

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

Click Here

STEP TWO:
identifying the "Virtual room" where you want to view the Session/Speech/Workshop

Virtual room 1			Virtual room 4
Links for Chinese mainland (Tencent Meeting Users) https://meeting.roomvent2022.com/virtual_room_1/china	**Link**s **Mee**t https:// m_2	**ent** **irtual_roo**	**Links for Chinese mainland (Tencent Meeting Users)** https://meeting.roomvent2022.com/virtual_room_4/china
👆			👆
Links for outside of C**hinese mainland (VOOV Meeting User**s**)** https://meeting.roomvent2022.com/virtual_room_1/international	**Link**s **(VO**O https:// m_2	**land** **irtual_roo**	**Links for outside of** C**hinese** **mainland (VOOV Meeting Users)** https://meeting.roomvent2022.com/virtual_room_4/international
👆	👆	👆	👆

STEP THREE:
Your browser will then display the following page:

▶ Ongoing

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

September 16-19, 2022
Xi'an China

🎫 Register   Xi'an University of Architecture and Technology   UMEÅ UNIVERSITET

158 381 425 ⧉

Organizer   roomvent2022.com

Time   Sep 05 23:30-Sep 08 00:30

15 registered
(available tickets: 19985)

Click Here

Register

6. Join meeting

NOTICE

STEP FOUR:
Fill in your information

Please answer the following questions to complete your registration.

1.Mobile Number*

+86 ▼   Enter mobile number

2.Name*

Test

3.Email

Enter here

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 Confere

erformance Ventilation for Healthy and Energy

September 16-19, 2022
Xi'an China

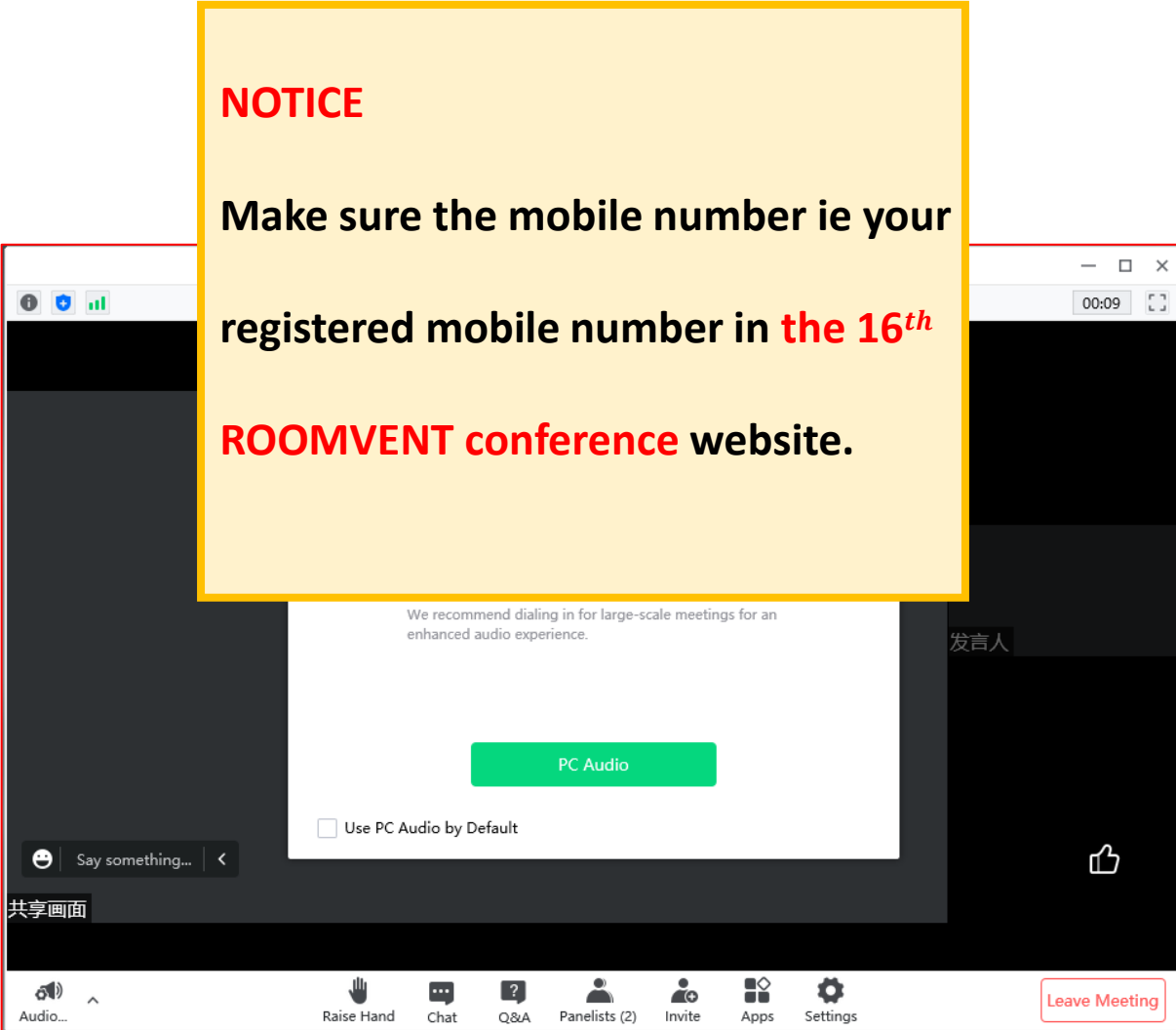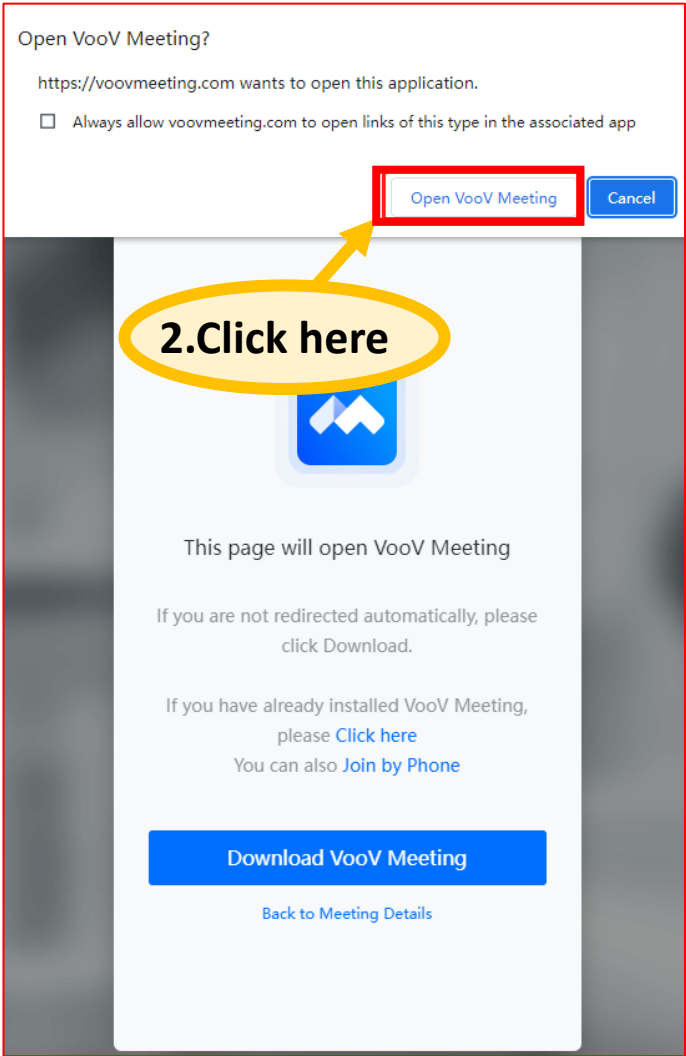Xi'an University of Architecture and Technology   UMEÅ UNIVERSITET

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)

STEP FIVE:
Join meeting

Join Now

Click here

6. Join meeting

Open VooV Meeting?

https://voovmeeting.com wants to open this application.

☐ Always allow voovmeeting.com to open links of this type in the associated app

Open VooV Meeting   Cancel

2.Click here

This page will open VooV Meeting

If you are not redirected automatically, please click Download.

If you have already installed VooV Meeting, please Click here
You can also Join by Phone

Download VooV Meeting

Back to Meeting Details

NOTICE

Make sure the mobile number ie your registered mobile number in the 16th ROOMVENT conference website.

00:09

发言人

We recommend dialing in for large-scale meetings for an enhanced audio experience.

PC Audio

☐ Use PC Audio by Default

😊 Say something...   ‹

共享画面

🔊 ^
Audio...

✋ Raise Hand

💬 Chat

❓ Q&A
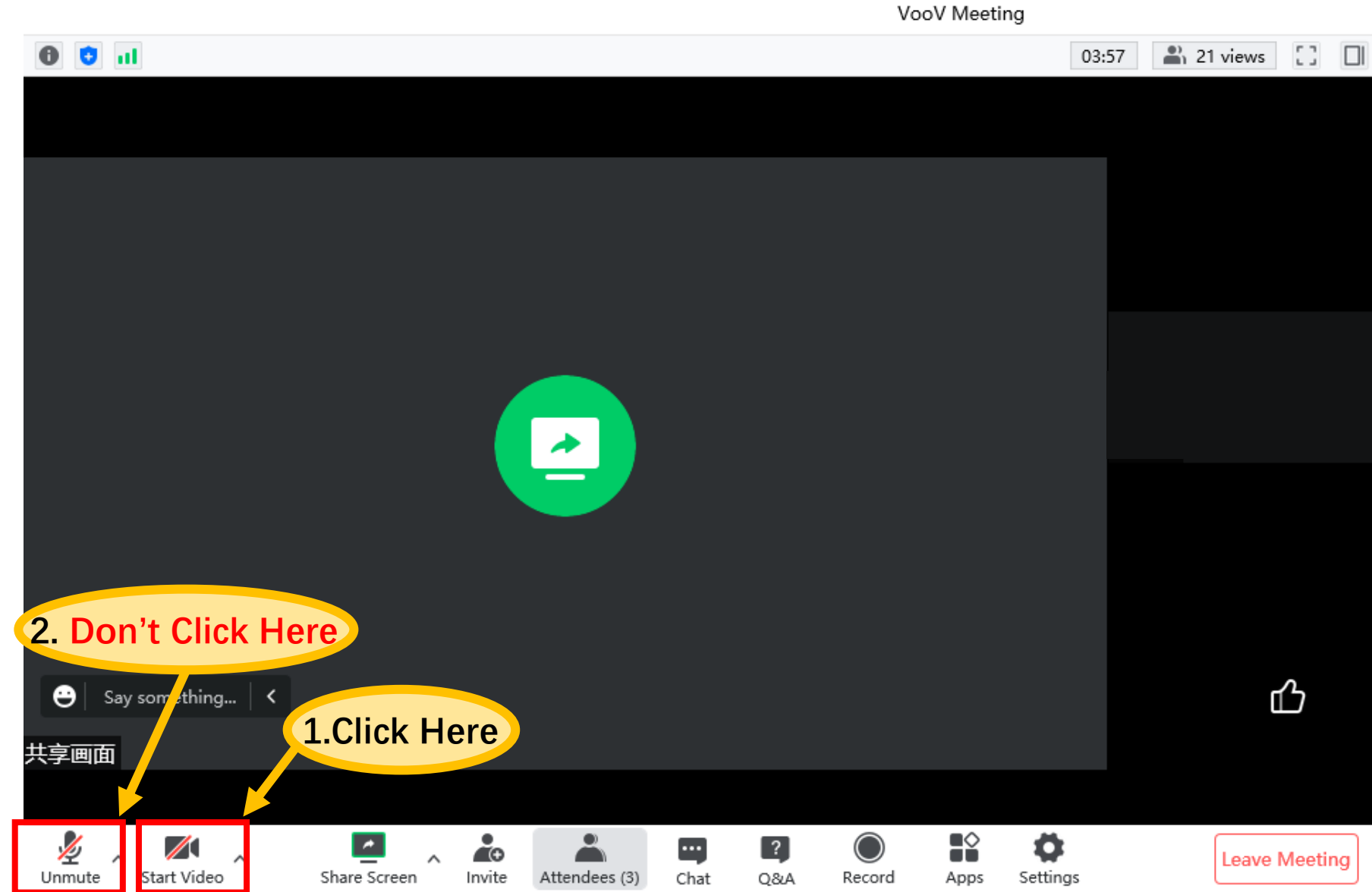
👤 Panelists (2)
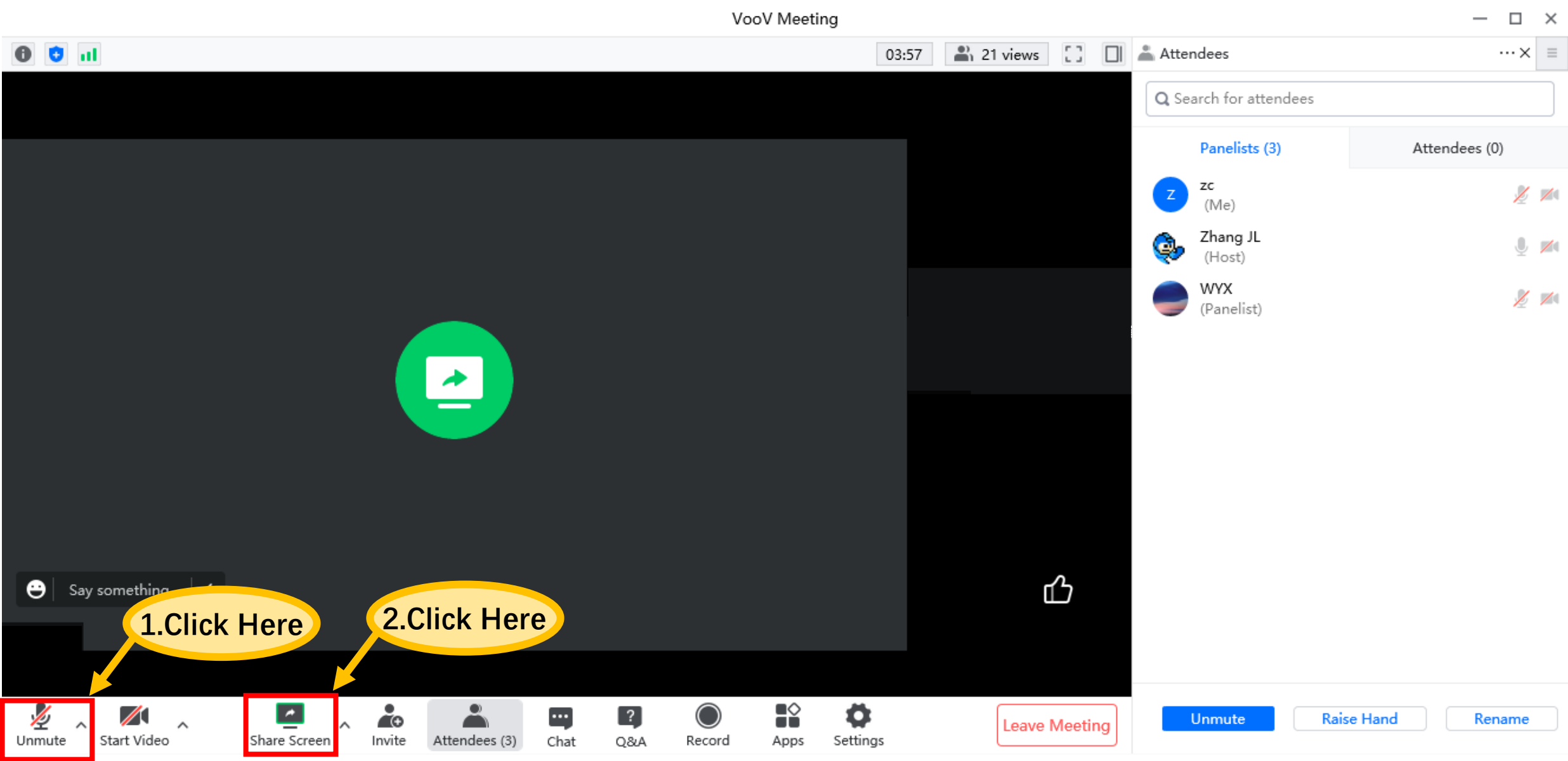
👥 Invite

🔲 Apps

⚙ Settings

Leave Meeting

7. Preparation.

NOTICE

1. The keynote speaker should enter the virtual room 15 minutes early.

2. Make sure to turn on the camera and turn off the microphone before reporting.

8. Work during personal reporting.

Share your PPT.

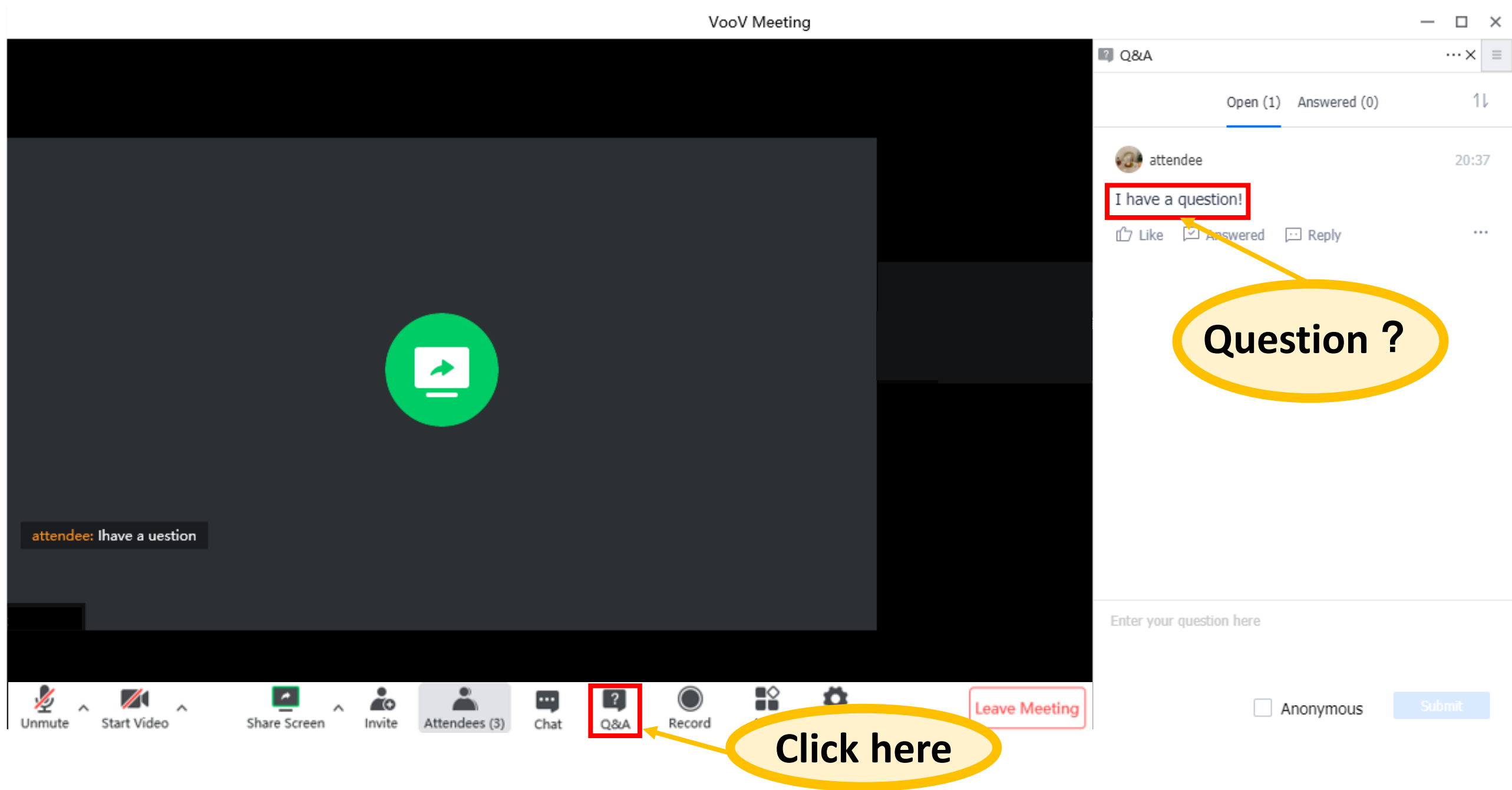**9. Answer questions under the guidance of the chair (question windows or voice conversation).**

10. Turn off your screen or end sharing.