



Conference Software Operation Manual For Oral Presenters

CONTACT US

If you need any further information

please contact **secretariat_roomvent2022@hotmail.com**

1. Download Software

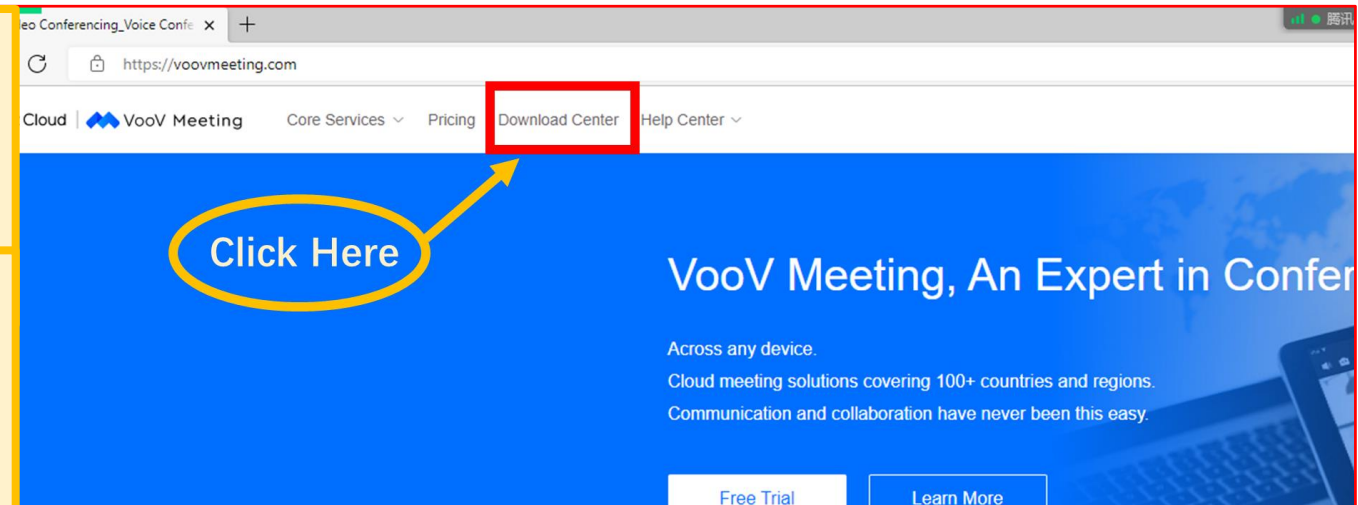
For the attenders **outside of Chinese mainland**, please download **VOOV Meeting**.

STEP ONE:

Login <https://voovmeeting.com/>

STEP TWO:

Click “Download Center”



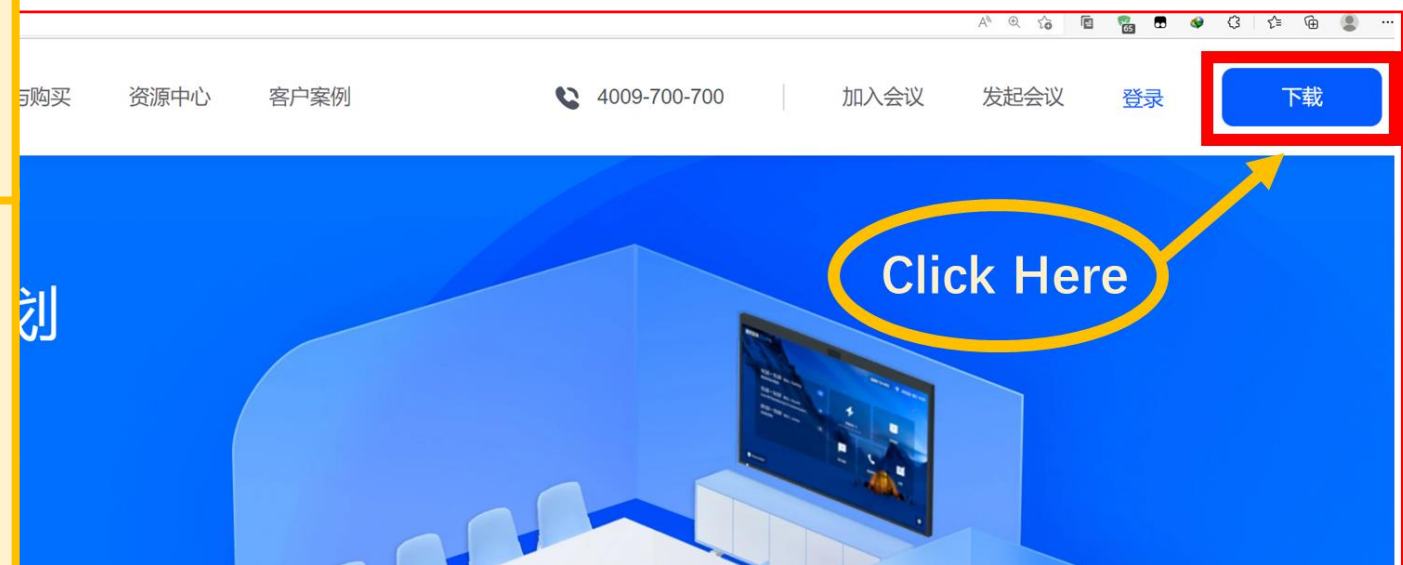
For the attenders **in Chinese mainland**, please download **Tencent Meeting**.

STEP ONE:

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

STEP TWO:

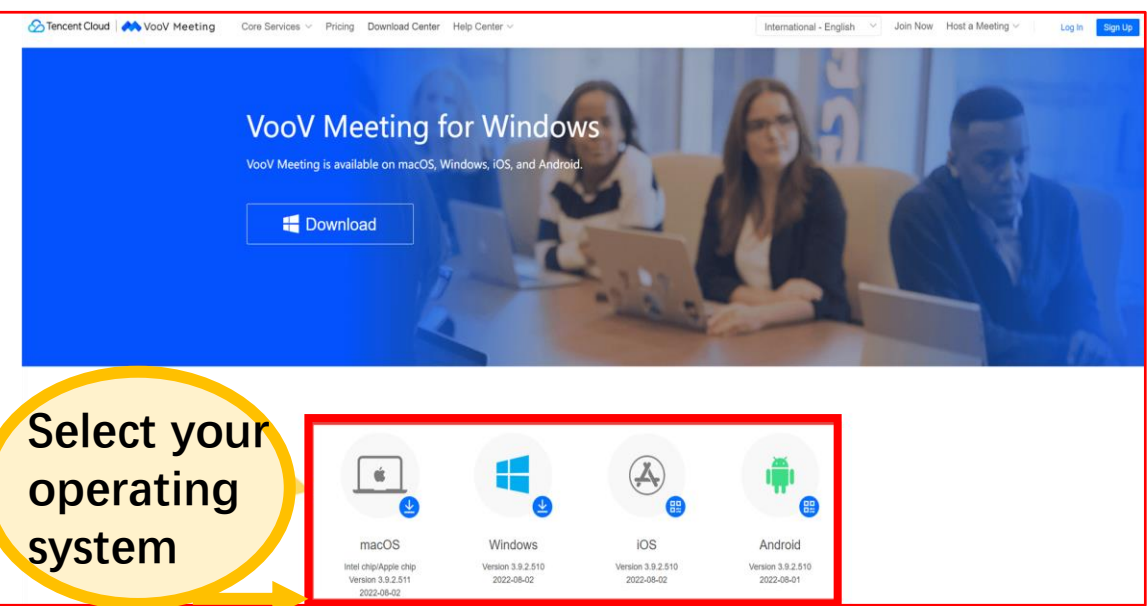
Click “Download Center”



1. Download Software

STEP THREE:

For the attenders **outside of Chinese mainland**



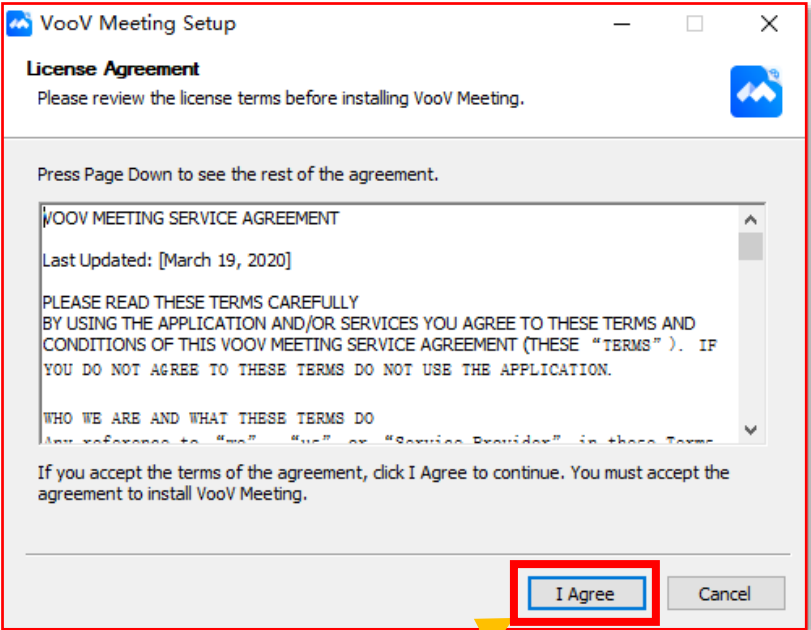
STEP THREE:

For the attenders **in Chinese mainland**



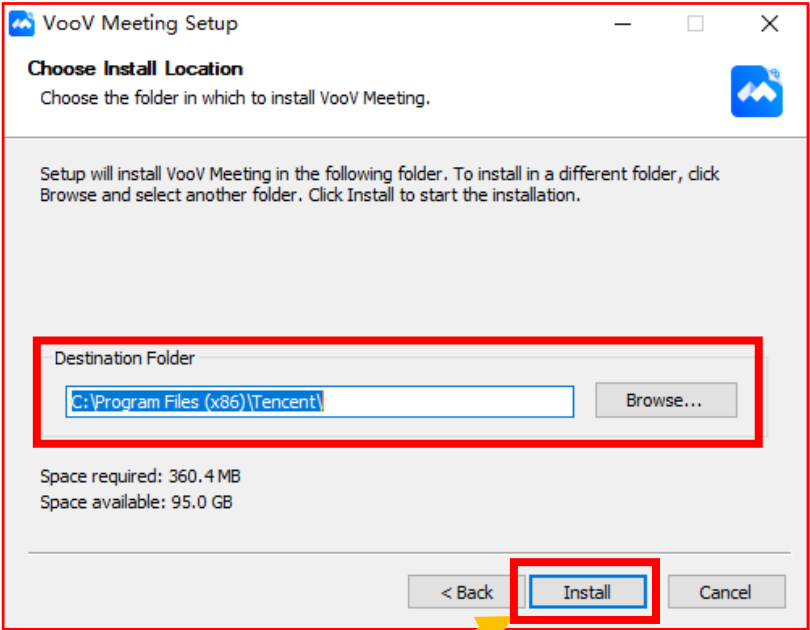
2. Install Software

STEP ONE:
click the “I Agree”



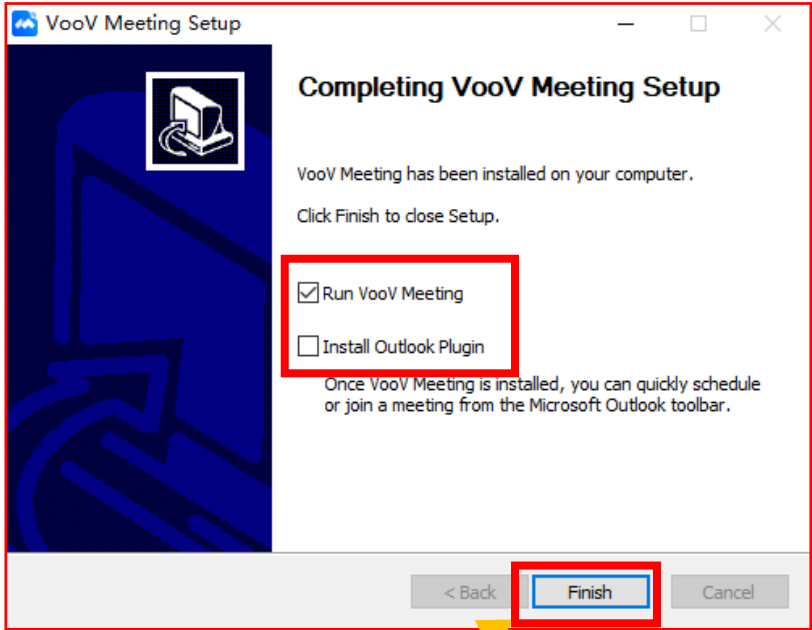
Click Here

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



Click Here

STEP THREE:
Click the “Finish”



Click Here

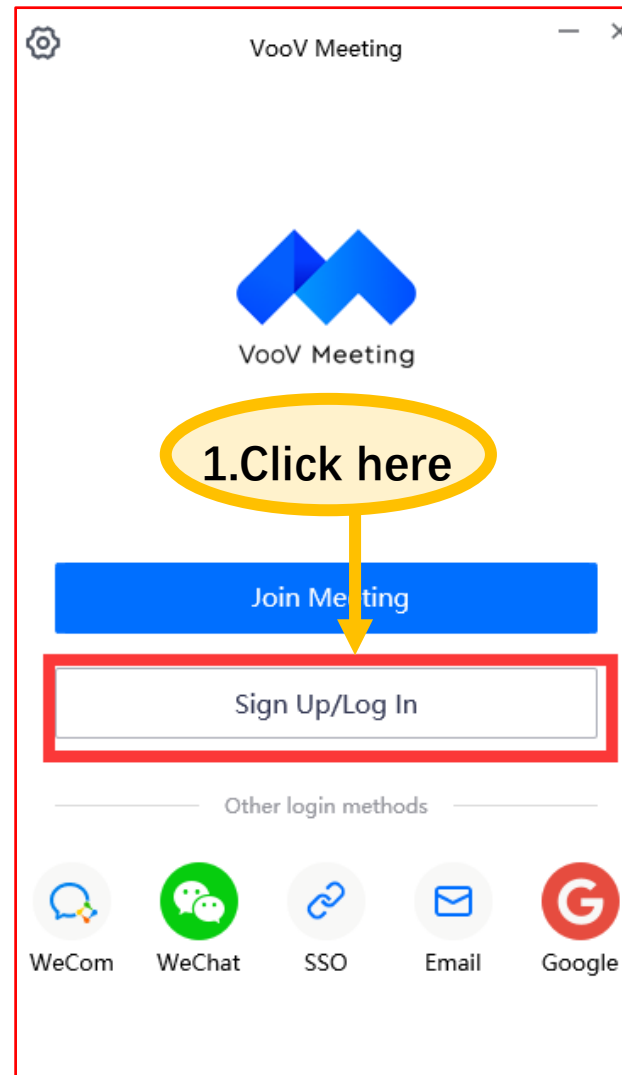
3. Run software and sign up

STEP ONE: Run VOOV Meeting

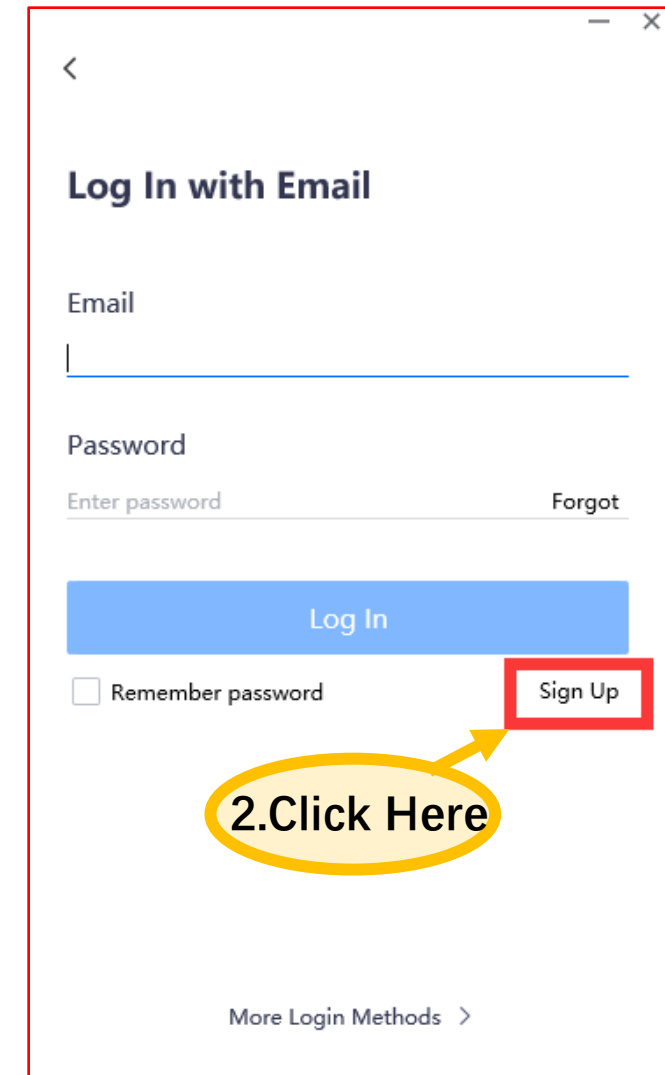


Double
Click it

STEP TWO: Sign up an account



1.Click here



2.Click Here

3. Run software and sign up

(This page will pop up in your browser)

STEP TWO: Sign up an account

Sign Up

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

3.Select the region

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

Enter email address

Verification Code

Enter verification code

Send Code

Name

Enter your display name

Password

Enter password

Confirm Password

Enter password

Sign Up

Second method:
sign up with
Mobile Number

Sign Up

[Sign Up with Email >](#)

Mobile Number

+86

Enter mobile number

Verification Code

Enter verification code

Send Code

Name

Enter your display name

Password

Enter password

Confirm Password

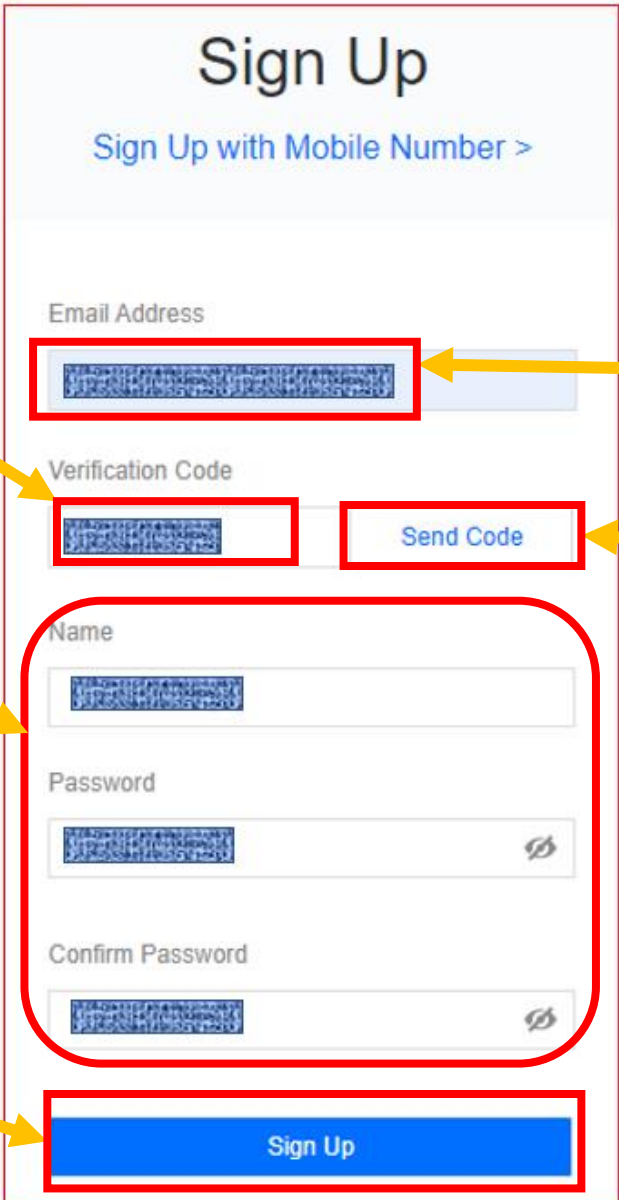
Enter password

Sign Up

3. Run software and sign up

STEP TWO: Sign up an account

First method:
sign up with
Email



The image shows a 'Sign Up' form with the following fields and buttons: 'Email Address', 'Verification Code', 'Send Code', 'Name', 'Password', 'Confirm Password', and a 'Sign Up' button. The form is annotated with five yellow callouts: '1.Fill in your Email address' points to the 'Email Address' field; '2.Click here' points to the 'Send Code' button; '3.Fill in your Verification Code' points to the 'Verification Code' field; '4.Fill in information' points to the 'Name', 'Password', and 'Confirm Password' fields; and '5.Click here' points to the 'Sign Up' button.

Sign Up

[Sign Up with Mobile Number >](#)

Email Address

Verification Code

[Send Code](#)

Name

Password

Confirm Password

[Sign Up](#)

1.Fill in your Email address

2.Click here

3.Fill in your Verification Code

4.Fill in information

5.Click here

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

Enter mobile number

Verification Code

Enter 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

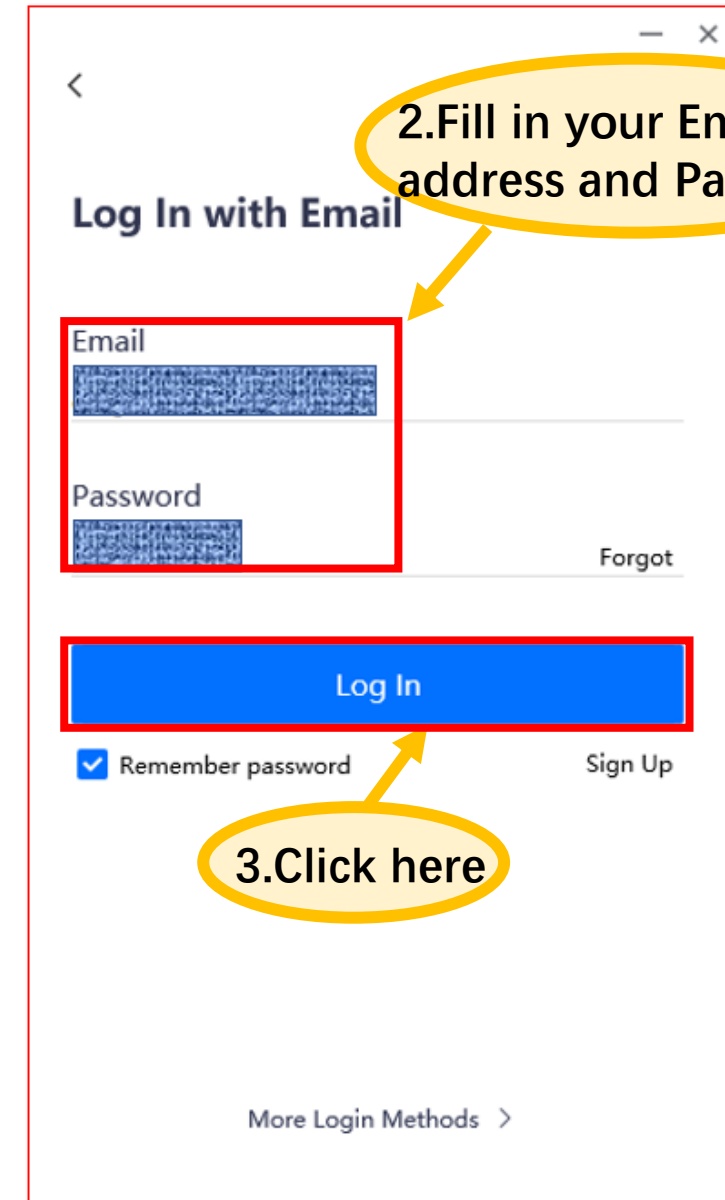
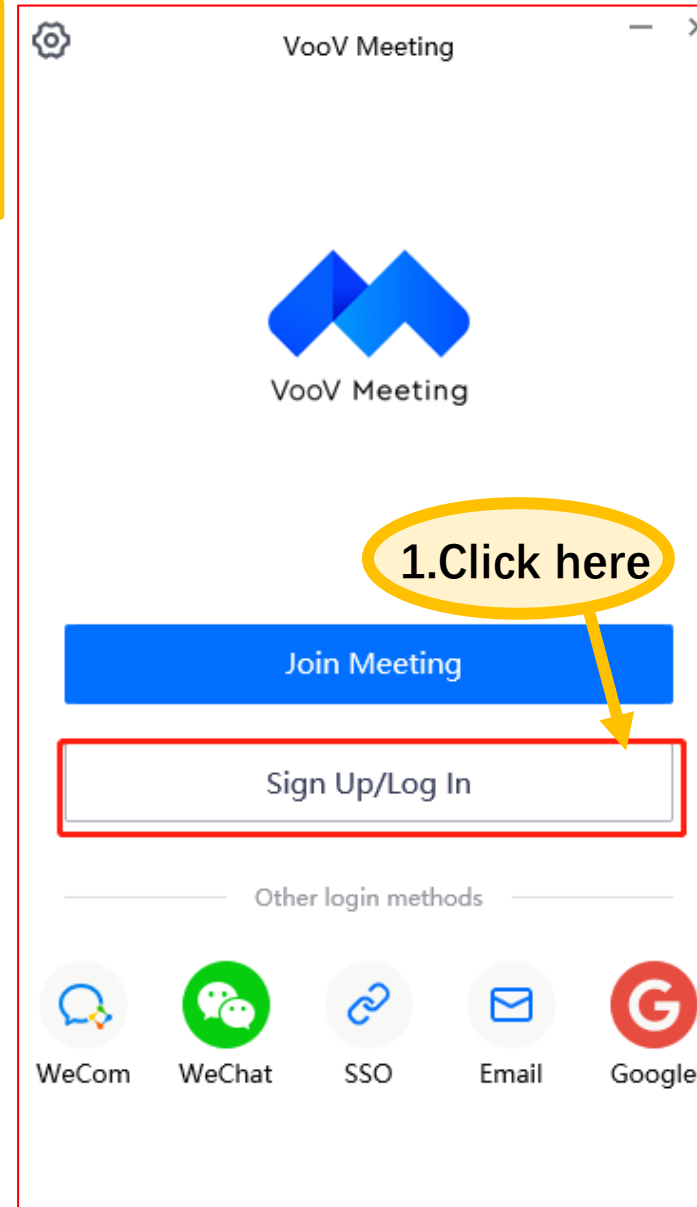
STEP ONE:
Run VOOV Meeting

STEP TWO:
Log in your account

First method:
sign up with
Email



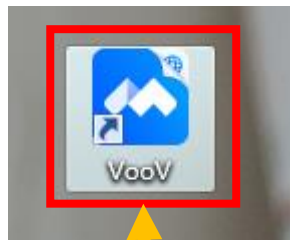
Double
Click it



4. Run software and log in

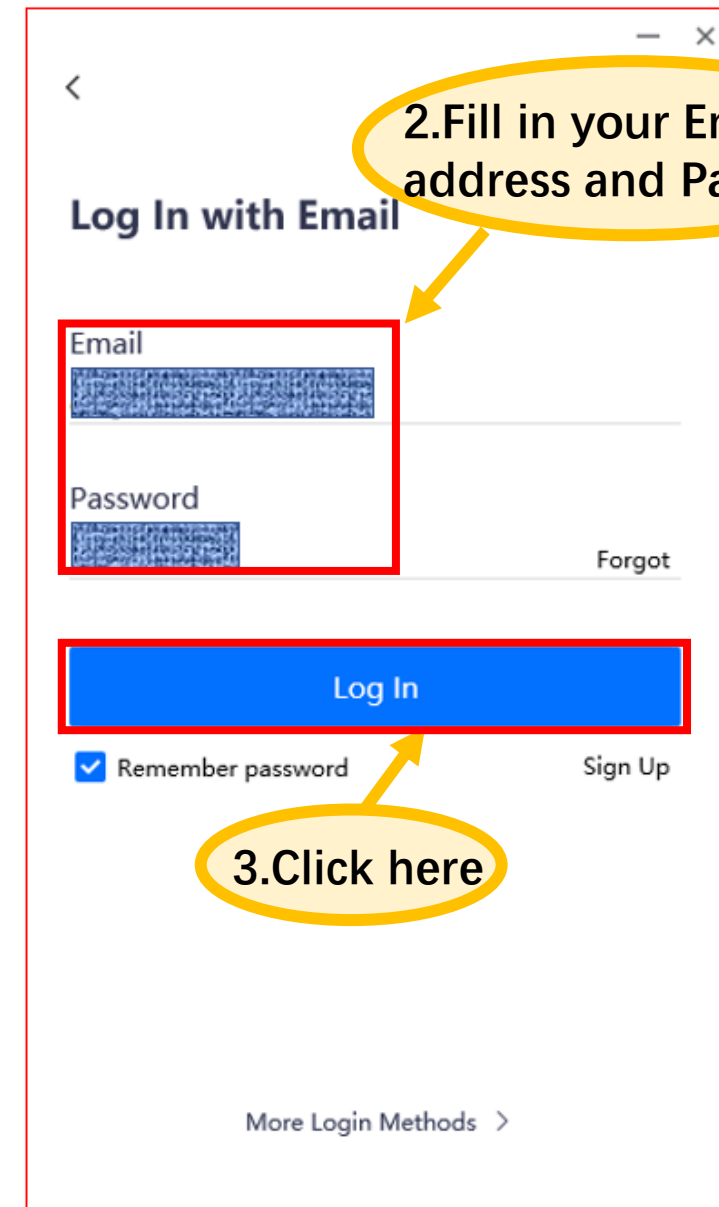
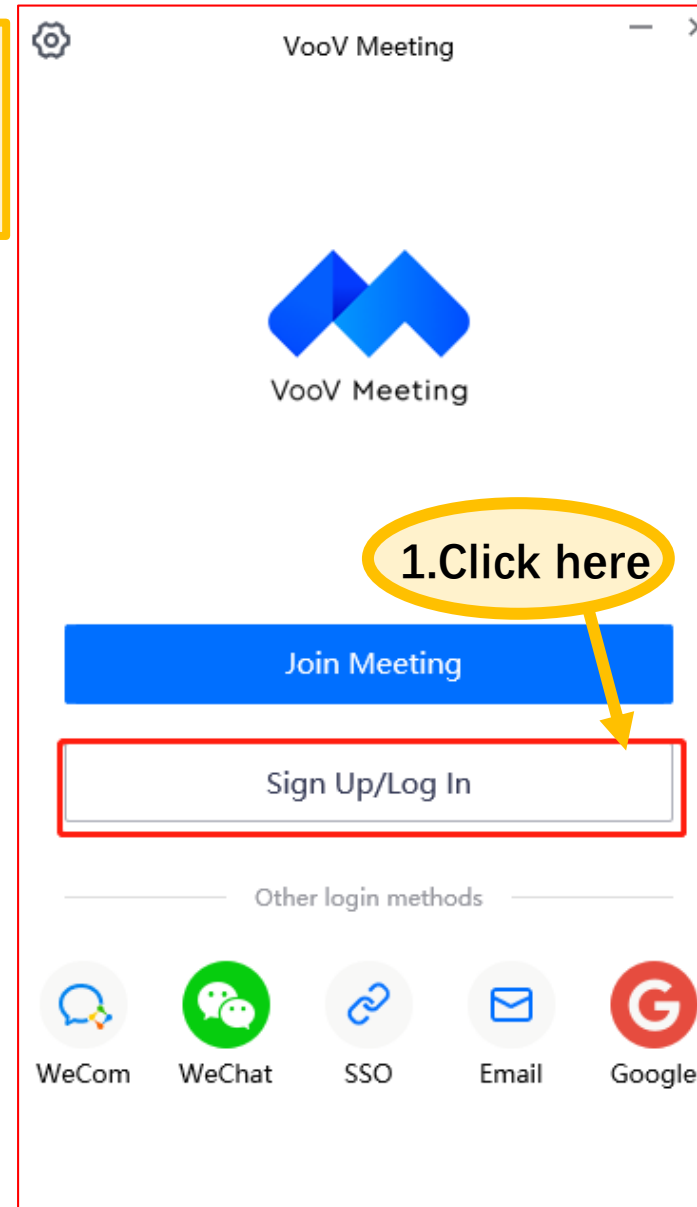
STEP ONE:
Run VOOV Meeting

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

1.Click here

Join Meeting

Sign Up/Log In

Other login methods

WeCom

WeChat

SSO

Email

Google

Log In with Email

Email

Password

Log In

Remember password

Sign Up

2.Click here

More Login Methods >

More Login Methods

3.Click here

Mobile

WeCom

SSO

Google

4. Fill in your
mobile number

Mobile

+ 1 | Enter mobile number

Password

Enter password

Forgot

Remember password

Log In

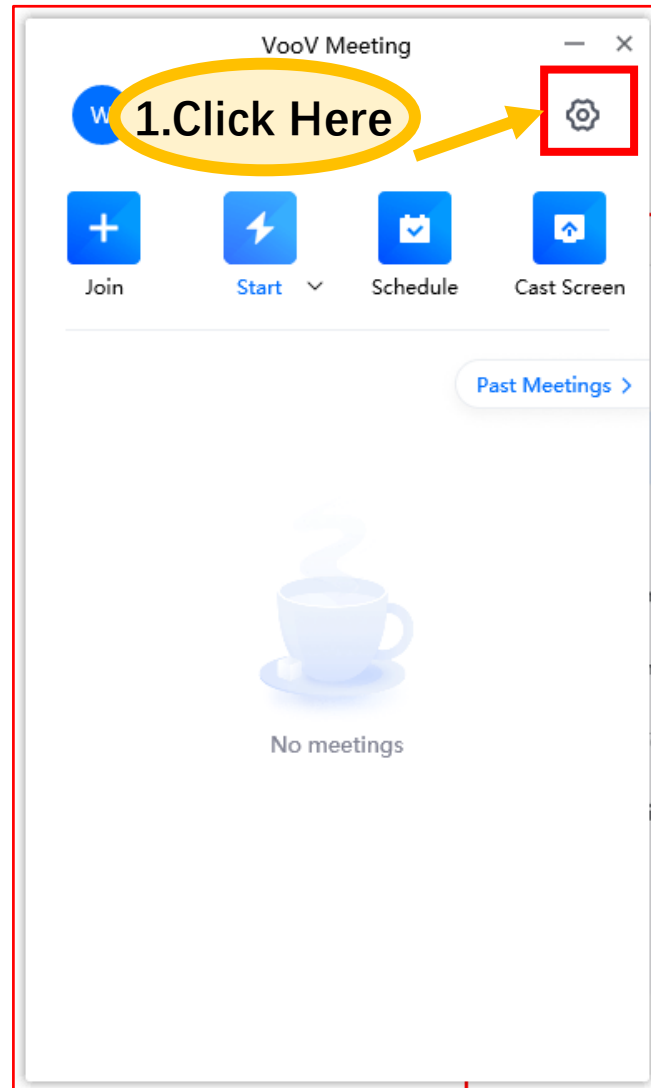
Log In via Email

Sign Up

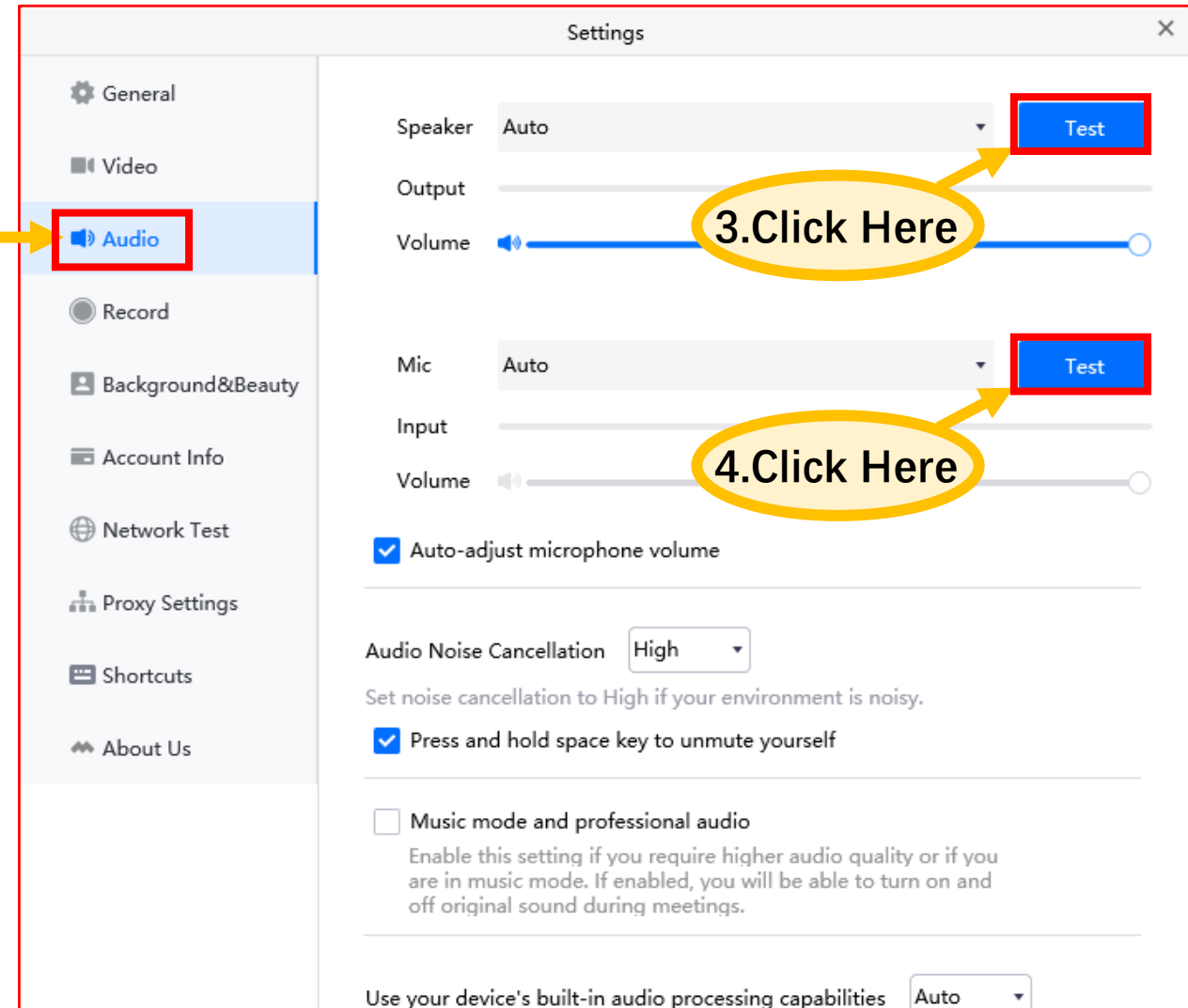
5.Click here

More Login Methods >

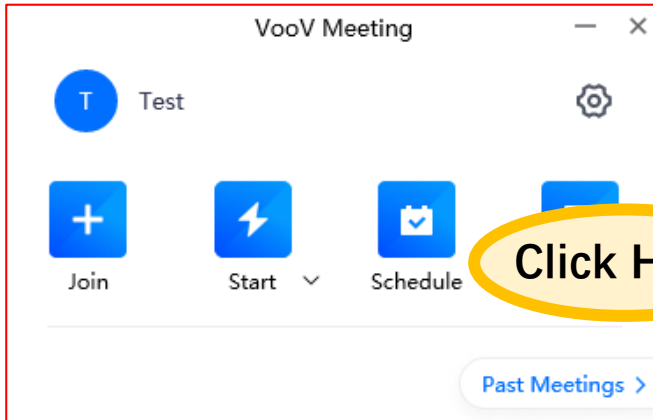
5. Test device



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.

Virtual room 1			
Links for Chinese mainland (Tencent Meeting Users)			
https://meeting.roomvent2022.com/virtual_room_1/china			
Links for outside of Chinese mainland (VOOV Meeting Users)			
https://meeting.roomvent2022.com/virtual_room_1/international	https://meeting.roomvent2022.com/virtual_room_2/international	https://meeting.roomvent2022.com/virtual_room_3/international	https://meeting.roomvent2022.com/virtual_room_4/international

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

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

WELCOME TO

The 16th ROOMVENT Conference

High Performance Ventilation for Healthy and Energy Efficient Buildings

September 16-19, 2022

Xi'an China

Register

Ongoing

Meeting ID 158 381 425

Organizer roomvent2022.com

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

15 registered (available tickets: 19985)

Register

Click Here

6. Join meeting

NOTICE

STEP FOUR:
Fill in your information

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

Please answer the following questions to complete your registration.

1.Mobile Number*

+86

2.Name*

3.Email

Click here

Submit

Cancel



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 \(.ics\)](#)

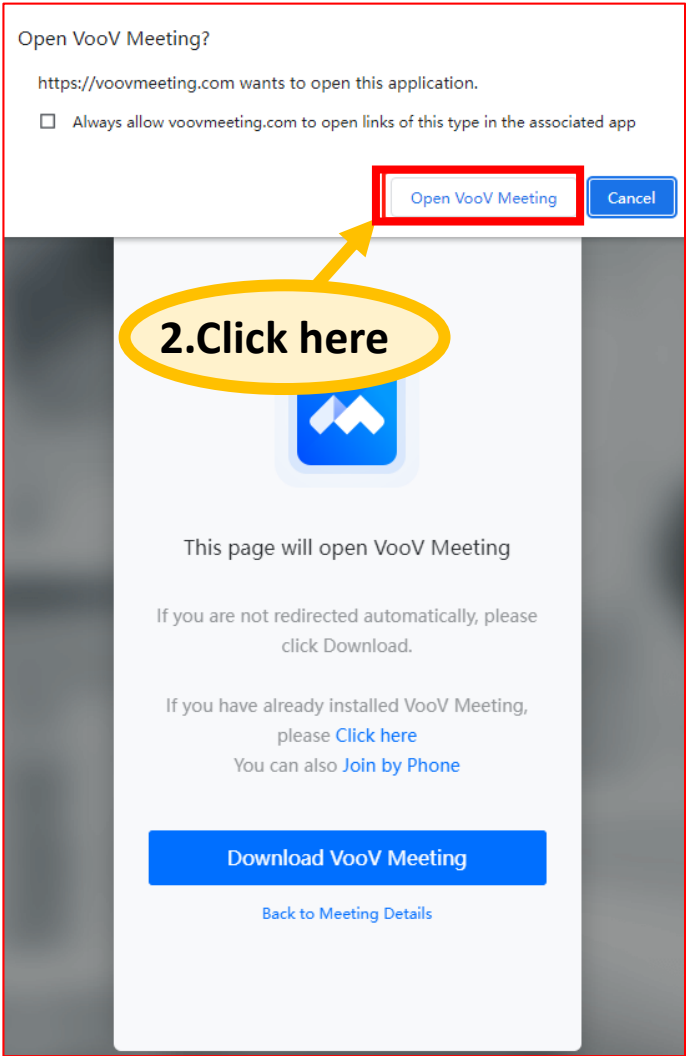
Registrants **16 registered**
(available tickets: 19984)

Join Now

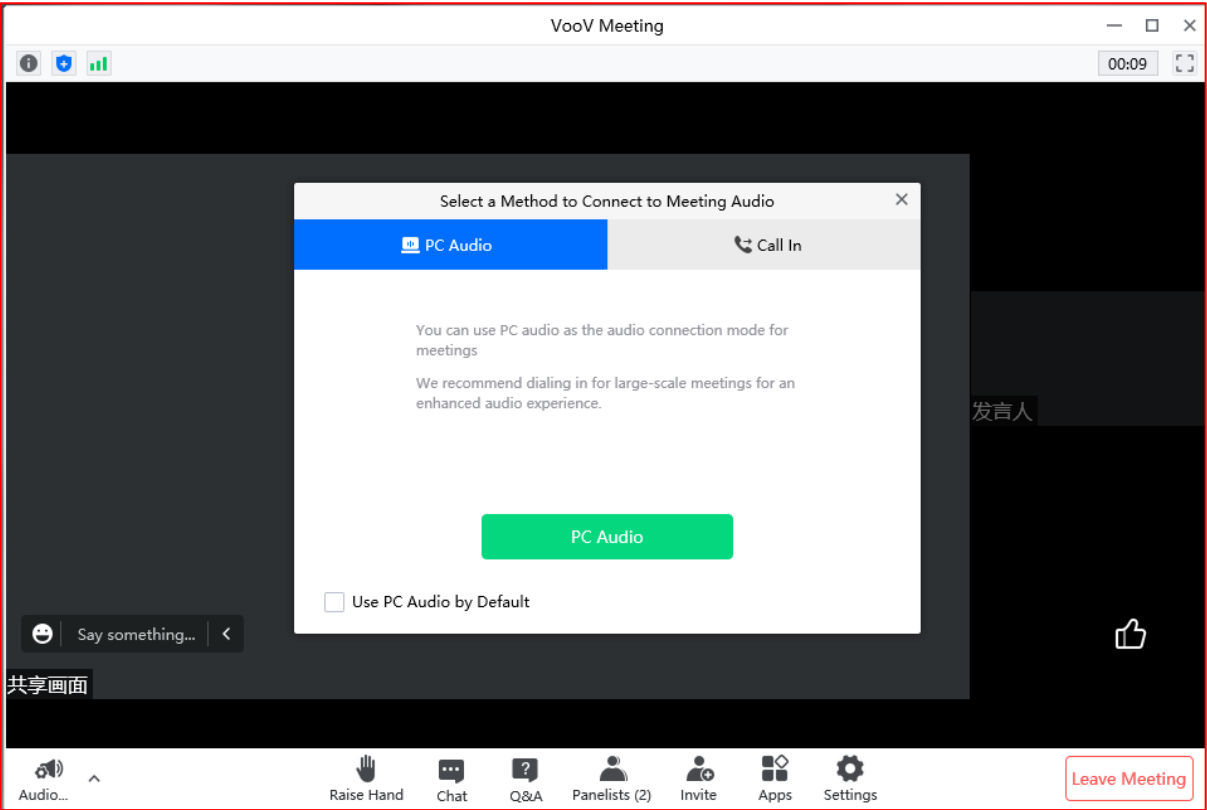
STEP FIVE:
Join meeting

Click here

6. Join meeting



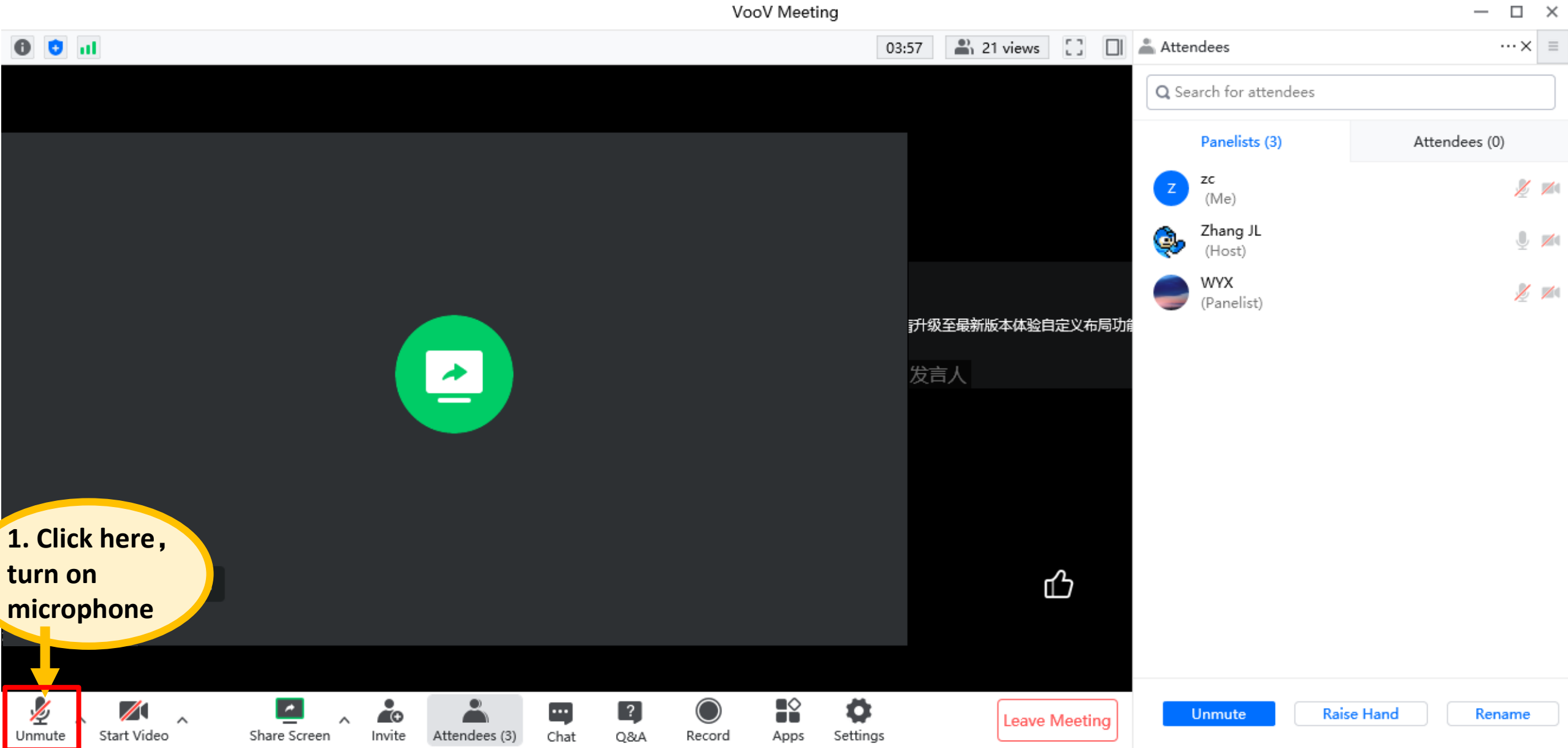
Success!



NOTE:

- 1.The oral speaker should enter the conference room 15 minutes before the parallel session starts.**
- 2. It is recommended not to leave before the end of the personal report.**
- 3. If you need to play ppt when answering the audience's questions, you need to apply for sharing the screen.**
- 4. After the report is completed, exit screen sharing in time.**
- 5. Keep the microphone unblocked when answering questions.**

7. After the video is played, Turn on the microphone:



The screenshot displays the VooV Meeting application window. The main video area is dark with a large green circular button in the center containing a white play icon. The top status bar shows the time as 03:57, 21 views, and window controls. The right sidebar lists participants: zc (Me), Zhang JL (Host), and WYX (Panelist), each with microphone and video icons. The bottom toolbar contains various controls: Unmute (highlighted with a red box and a yellow callout), Start Video, Share Screen, Invite, Attendees (3), Chat, Q&A, Record, Apps, Settings, Leave Meeting, Unmute, Raise Hand, and Rename.

1. Click here, turn on microphone

8. Share screen:

VooV Meeting

03:57 21 views

Attendees

Search for attendees

Panelists (3)

Attendees (0)

zc (Me)

Zhang JL (Host)

WYX (Panelist)

升级至最新版本体验自定义布局功能

发言人

1.Click here

Unmute Start Video Share Screen Invite Attendees (3) Chat Q&A Record Apps Settings Leave Meeting Unmute Raise Hand Rename

The screenshot displays the VooV Meeting application window. The main area is a dark grey rectangle with a large green circular button in the center containing a white screen icon with a green arrow. Below this, there is a text input field with a smiley face icon and the placeholder text 'Say something...'. At the bottom of the window is a toolbar with various icons: a microphone (Unmute), a video camera (Start Video), a screen with a green arrow (Share Screen), a person with a plus sign (Invite), a group of people (Attendees (3)), speech bubbles (Chat), a question mark (Q&A), a film strip (Record), a grid of squares (Apps), and a gear (Settings). The 'Share Screen' button is highlighted with a red rectangular box. A yellow oval callout bubble with the text '1.Click here' and a yellow arrow points to the 'Share Screen' button. On the right side of the window, there is a sidebar with a search bar labeled 'Search for attendees'. Below the search bar are two tabs: 'Panelists (3)' and 'Attendees (0)'. Under the 'Panelists (3)' tab, there are three entries: 'zc (Me)', 'Zhang JL (Host)', and 'WYX (Panelist)'. Each entry has a small circular profile picture and icons for microphone and video. At the bottom of the sidebar, there are three buttons: 'Unmute', 'Raise Hand', and 'Rename'. The 'Leave Meeting' button is located at the bottom right of the main toolbar.

8. Share screen:

The screenshot shows the 'Select Content to Share' dialog box in a VooV Meeting window. The dialog has a 'Basic' tab selected. It displays several sharing options: 'Desktop1' (highlighted with a blue border), 'Whiteboard', and 'Only PC audio'. Below these, there is a row of application thumbnails: 'Roomvent [兼容模...' (highlighted with a red border and a yellow callout '1.Choose this'), '微信' (WeChat), '图片查看' (Image Viewer), and 'VooV Meeting'. At the bottom of the dialog, there are checkboxes for 'Share PC audio' (checked), 'Video fluency preferred', and 'Onscreen portrait mode'. A yellow callout '2.Click here' points to a blue 'Share' button, which is also highlighted with a red border. The background of the meeting window shows a dark video feed area on the left and a list of attendees on the right. The bottom of the window features a toolbar with icons for 'Unmute', 'Start Video', 'Share Screen', 'Invite', 'Attendees (3)', 'Chat', 'Q&A', 'Record', 'Apps', 'Settings', 'Leave Meeting', 'Unmute', 'Raise Hand', and 'Rename'.

VooV Meeting

Select Content to Share

Basic Advanced

Desktop1

Whiteboard

Only PC audio

All

Roomvent [兼容模...]

微信

图片查看

VooV Meeting

1.Choose this

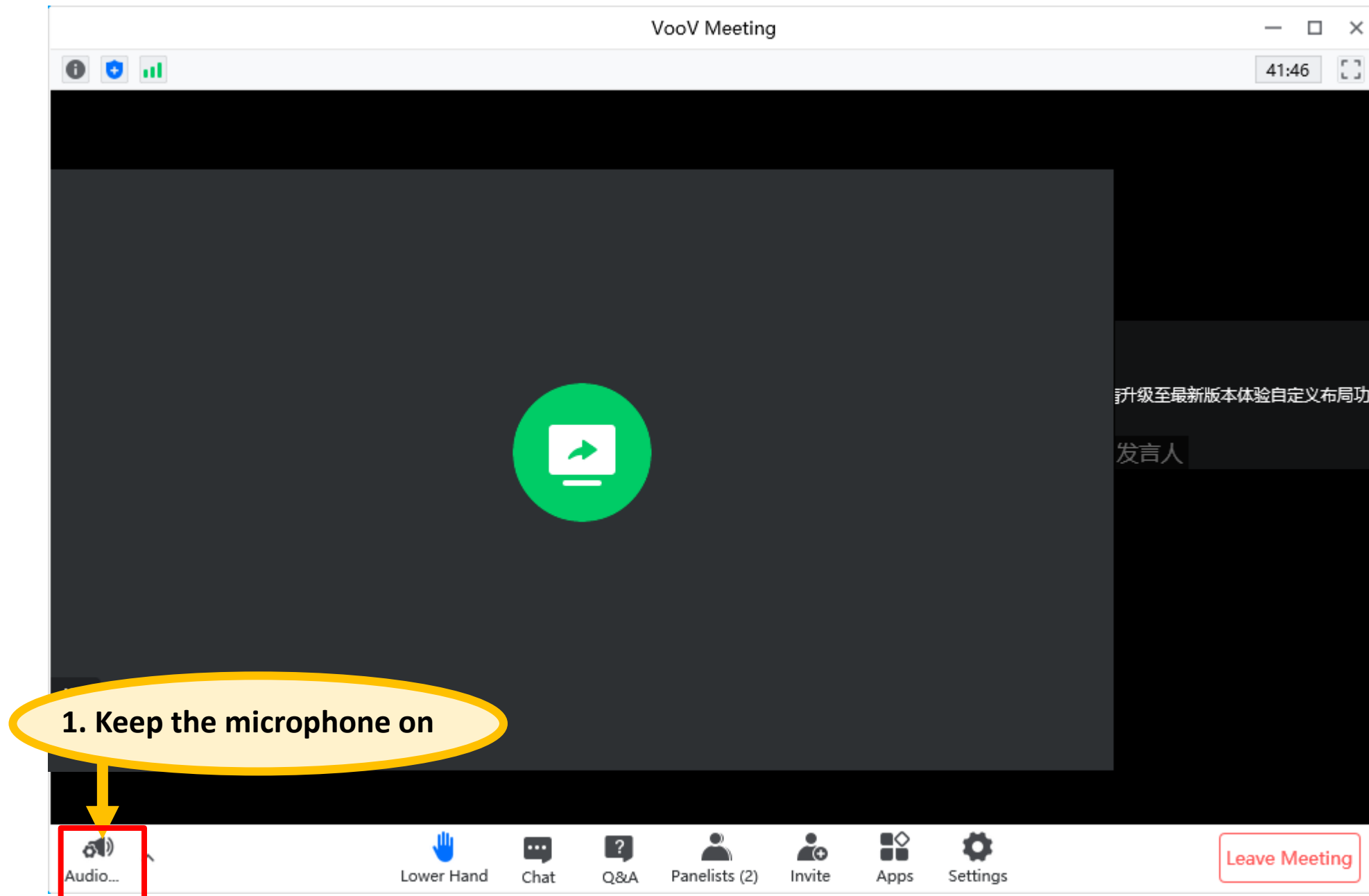
2.Click here

Share

Share PC audio Video fluency preferred Onscreen portrait mode

Unmute Start Video Share Screen Invite Attendees (3) Chat Q&A Record Apps Settings Leave Meeting Unmute Raise Hand Rename

9. Answer questions under the guidance of the chair: voice conversation or view question window



9. Answer questions under the guidance of the chair: voice conversation or view question window

The screenshot displays the VooV Meeting interface. The main window shows a large green circle with a white arrow icon in the center. Below this, a chat bubble indicates an attendee has asked a question. The bottom toolbar contains several icons: Audio, Lower Hand, Chat, Q&A (highlighted with a red box and labeled '1. Click here'), Panelists (2), Invite, Apps, and Settings. A 'Leave Meeting' button is also visible. On the right side, a Q&A window is open, showing a list of questions and answers. The first question is 'I have a question!' from an attendee at 20:37. The window has tabs for 'Open (1)' and 'Answered (0)'. Below the list, there is a text input field labeled 'Enter your question here' and a 'Submit' button. The Q&A window is outlined with a red border. A yellow callout bubble labeled '2. Look here' points to the Q&A window.

VooV Meeting

1. Click here

2. Look here

Q&A

Open (1) Answered (0)

attendee 20:37

I have a question!

Like Answered Reply

Enter your question here

Anonymous Submit

Leave Meeting

10. After the Q & A, exit screen sharing:

