



ROOMVENT 2022
Conference Xi'an

Conference Software Operation Manual **For Participants**

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

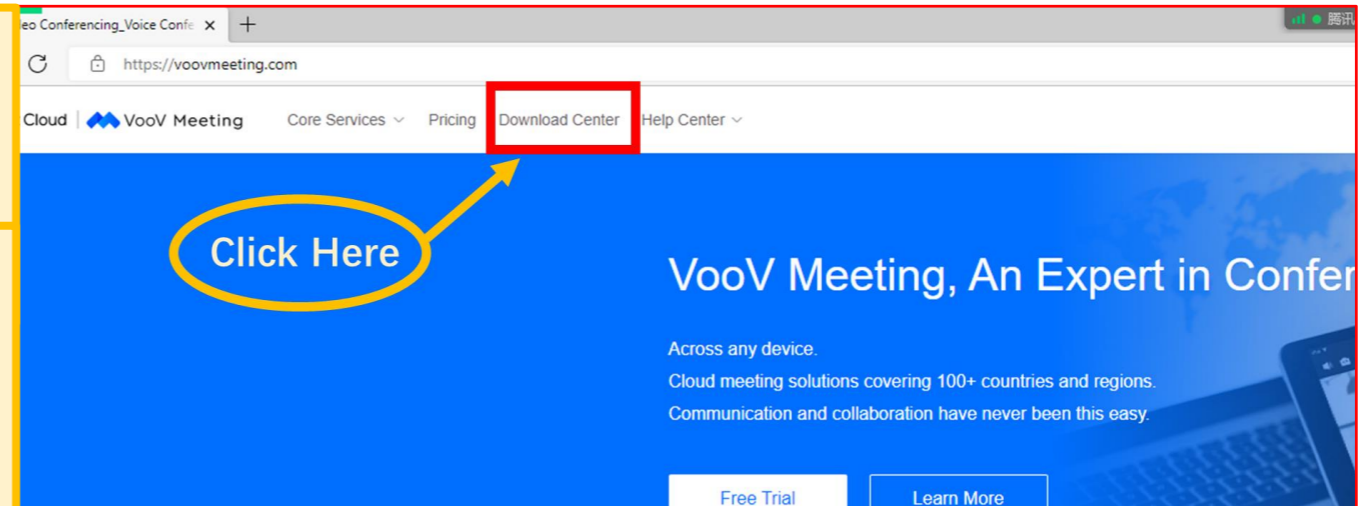
For the attenders **outside of Chinese mainland**, please download **VOOV Meeting**.

STEP ONE:

Login <https://voovmeeting.com/>

STEP TWO:

Click “Download Center”



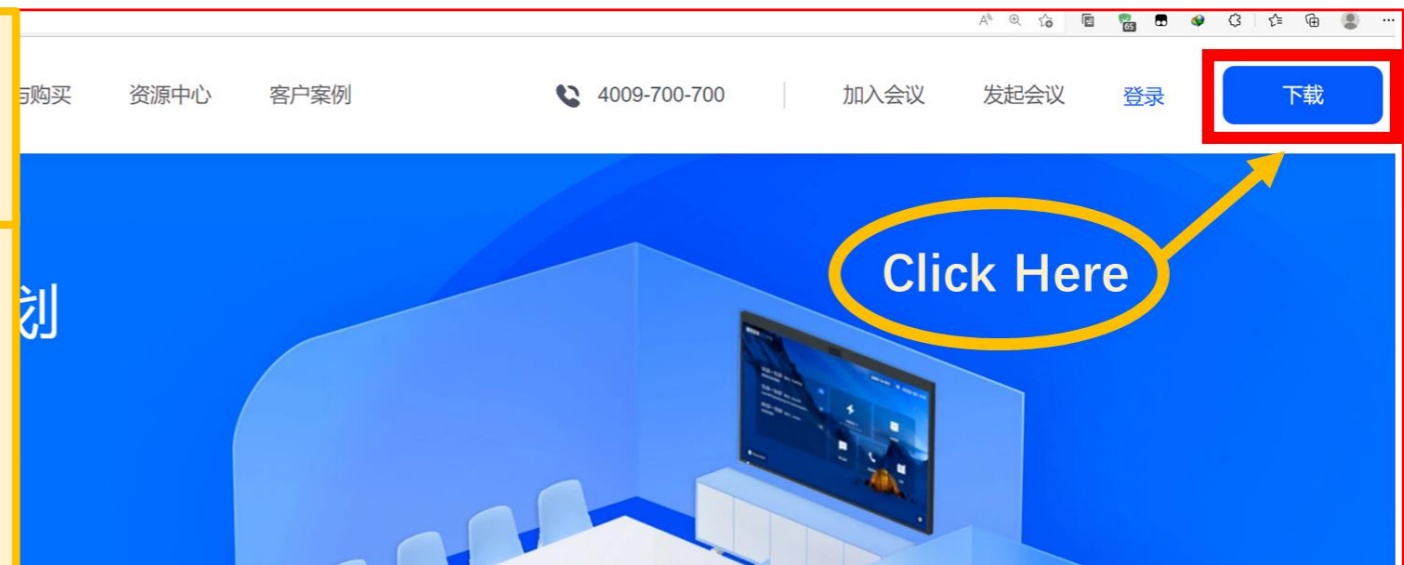
For the attenders **in Chinese mainland**, please download **Tencent Meeting**.

STEP ONE:

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

STEP TWO:

Click “Download Center”



1. Download Software

STEP THREE:

For the attenders **outside of Chinese mainland**

The screenshot shows the VooV Meeting website for international users. 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 yellow callout bubble says "Select your operating system" with an arrow pointing to a red-bordered box containing four operating system icons: macOS, Windows, iOS, and Android. Each icon has a download arrow and version information.

Operating System	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:

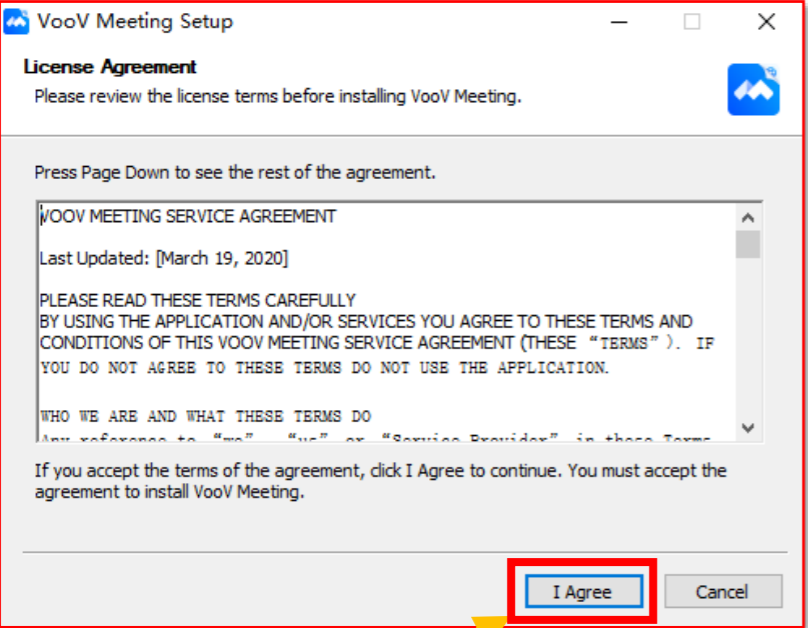
For the attenders **in Chinese mainland**

The screenshot shows the Tencent Meeting website for Chinese mainland users. The main heading is "Select your operating system" with a yellow callout bubble. Below this, a red-bordered box contains four operating system icons: macOS, Windows, Linux, and Outlook插件Windows. Each icon has a download arrow and version information.

Operating System	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

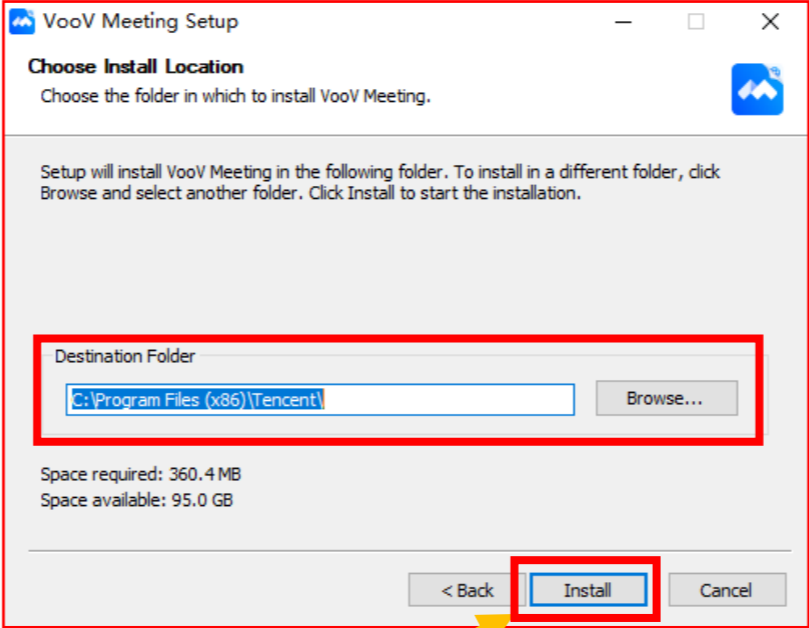
2. Install Software

STEP ONE:
click the “I Agree”



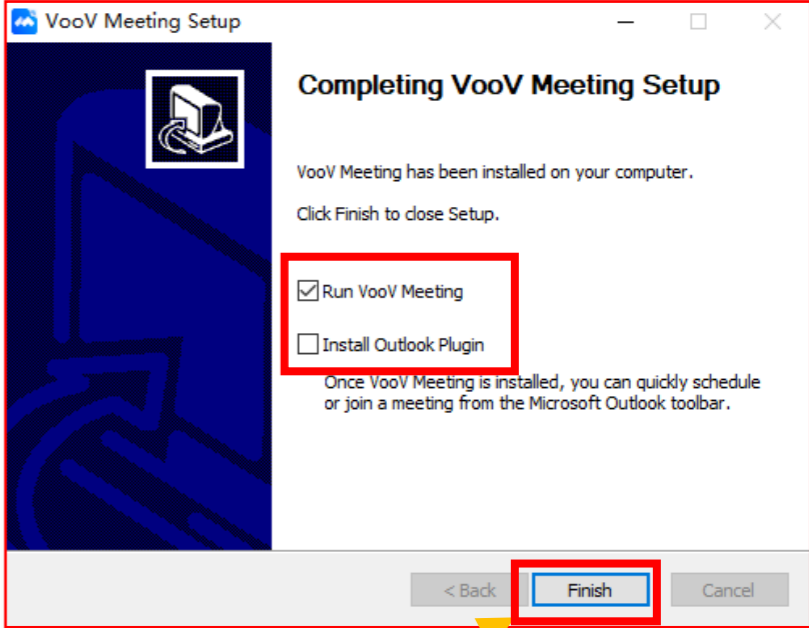
Click Here

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



Click Here

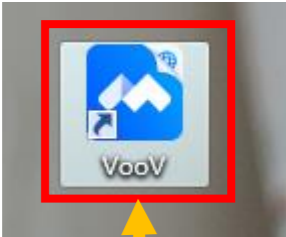
STEP THREE:
Click the “Finish”



Click Here

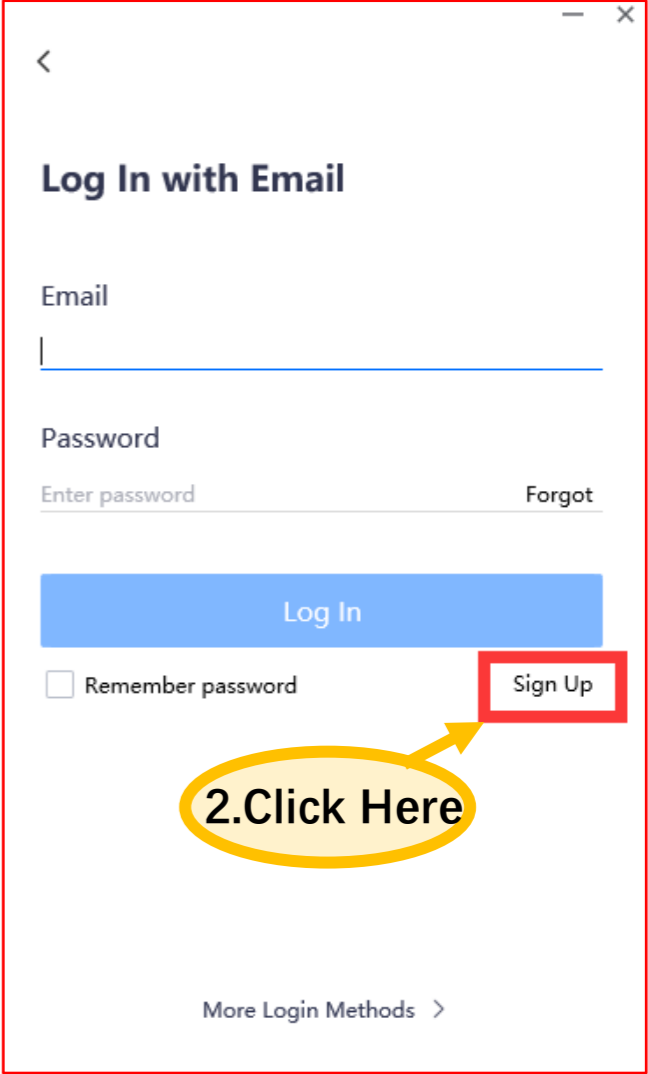
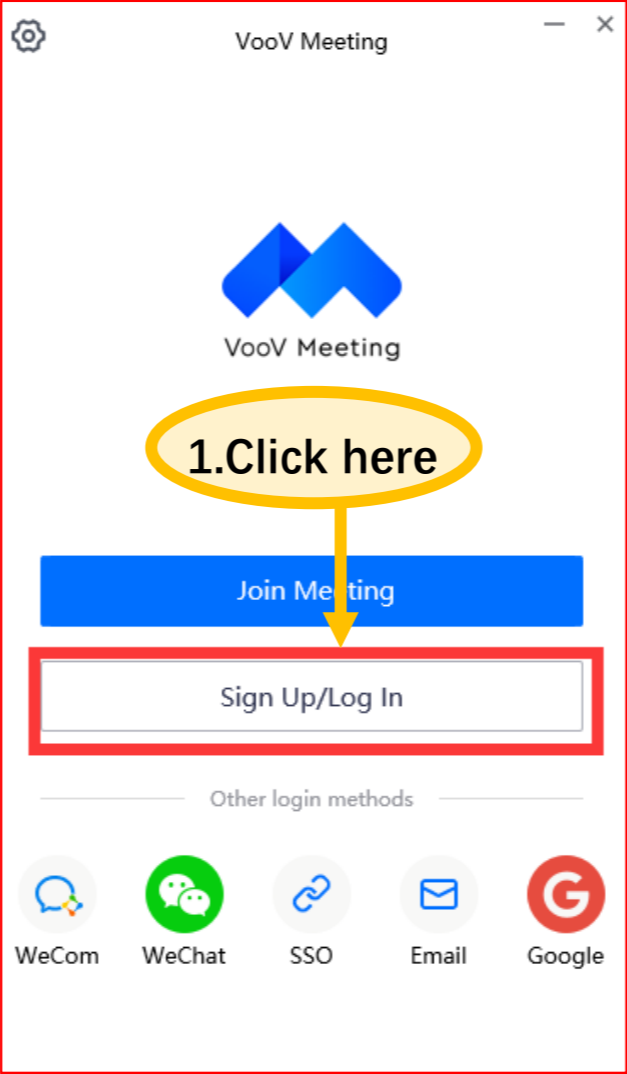
3. Run software and sign up

STEP ONE: Run VOOV Meeting



Double
Click it

STEP TWO: Sign up an account



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

4.Enter Date of birth

Date of birth

1995-05-17

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

7.Check the agreement

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

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

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 annotations:

- 1. Fill in your Email address:** Points to the 'Email Address' input field.
- 2. Click here:** Points to the 'Send Code' button.
- 3. Fill in your Verification Code:** Points to the 'Verification Code' input field.
- 4. Fill in information:** Points to the 'Name', 'Password', and 'Confirm Password' fields.
- 5. Click here:** Points to the 'Sign Up' button.

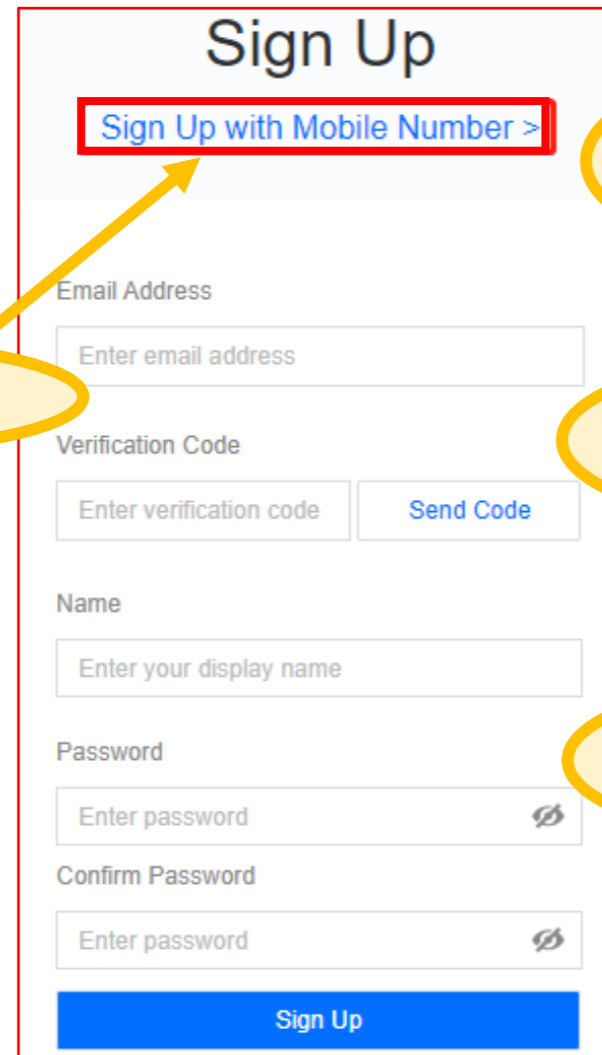
The form includes a link 'Sign Up with Mobile Number >' and a 'Sign Up' button at the bottom.

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

Verification Code


[Send Code](#)

Name

Password



Confirm Password



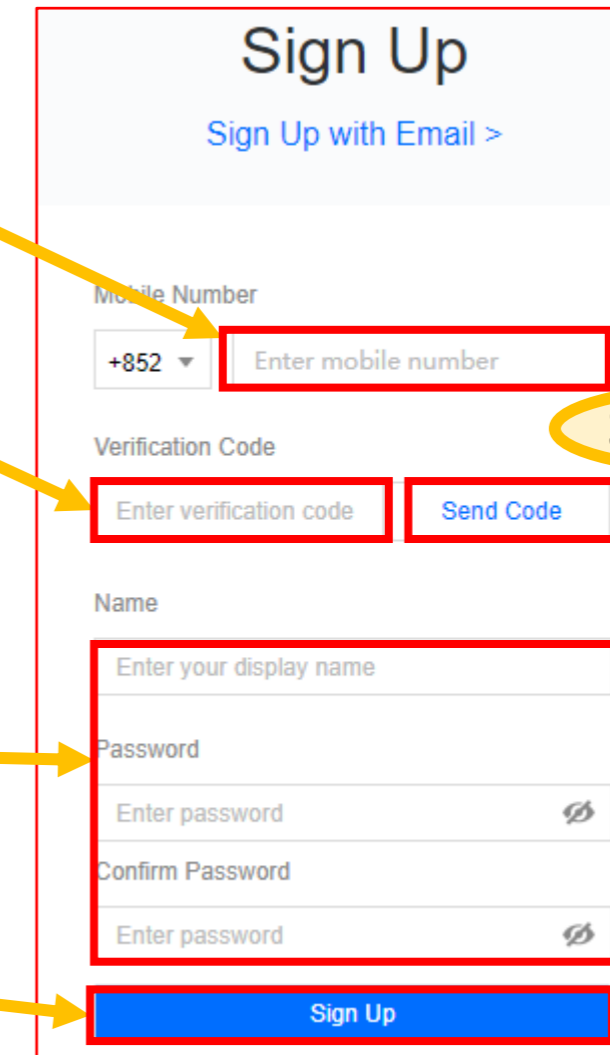
[Sign Up](#)

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

Verification Code


[Send Code](#)

Name

Password



Confirm Password



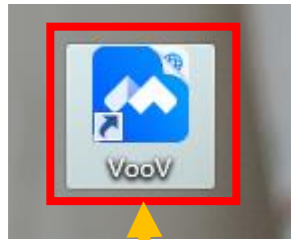
[Sign Up](#)

3. Click here

4. Run software and log in

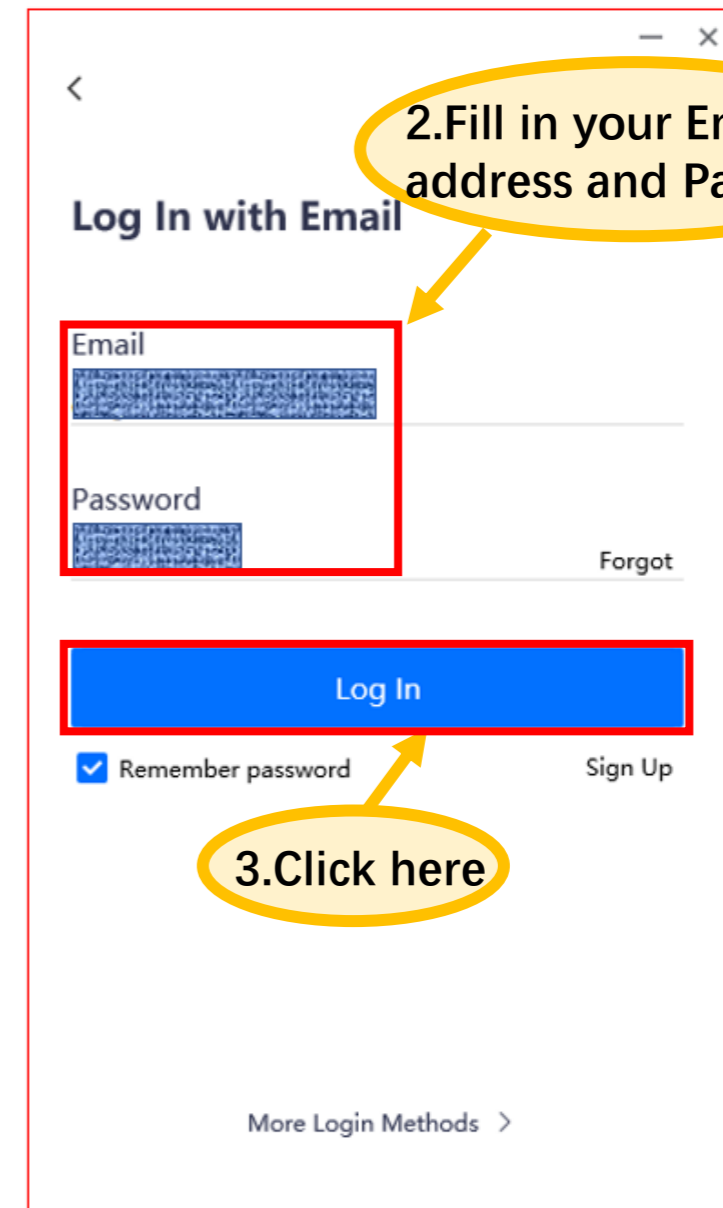
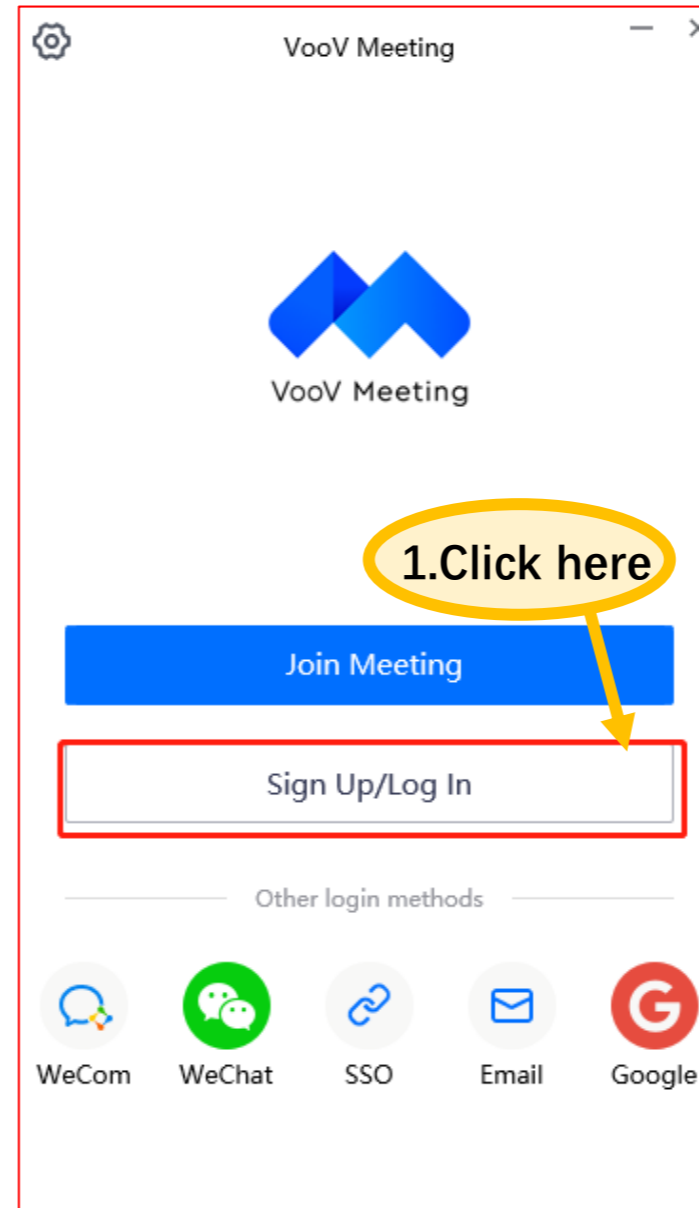
STEP ONE:
Run VOOV Meeting

First method:
sign up with
Email



Double
Click it

STEP TWO:
Log in your
account

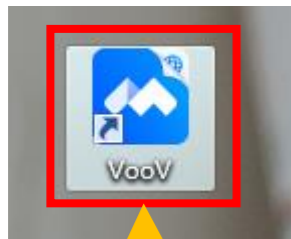


4. Run software and log in

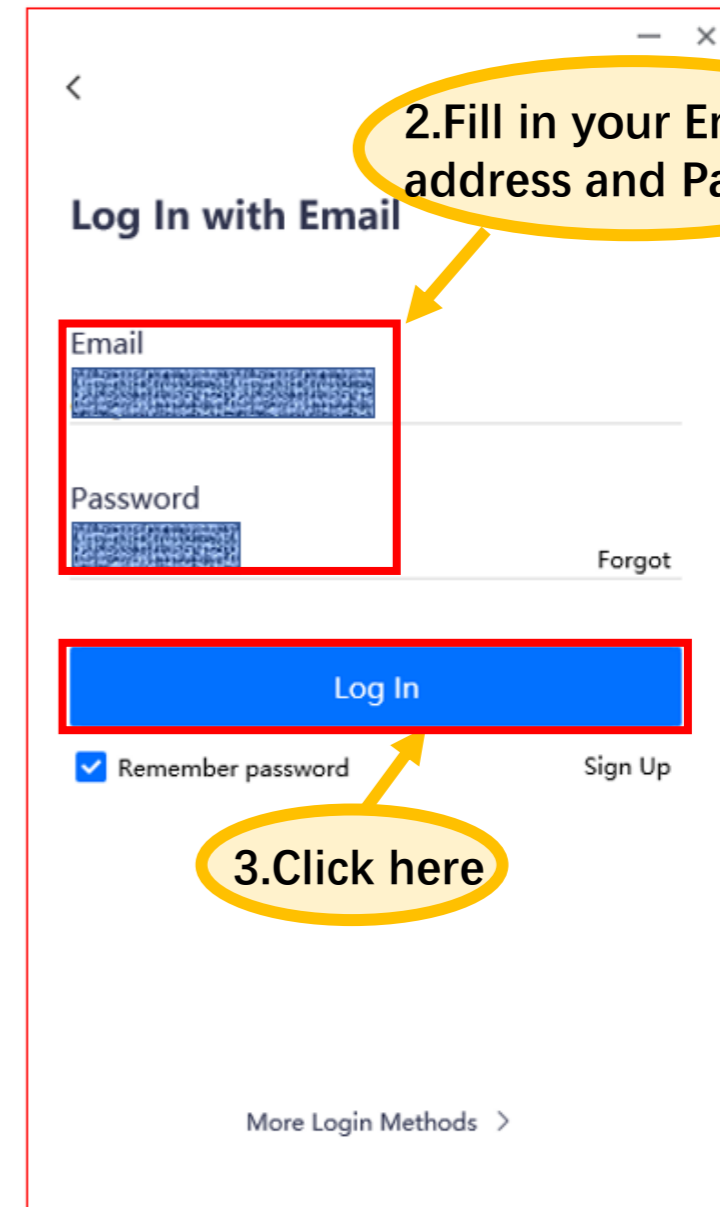
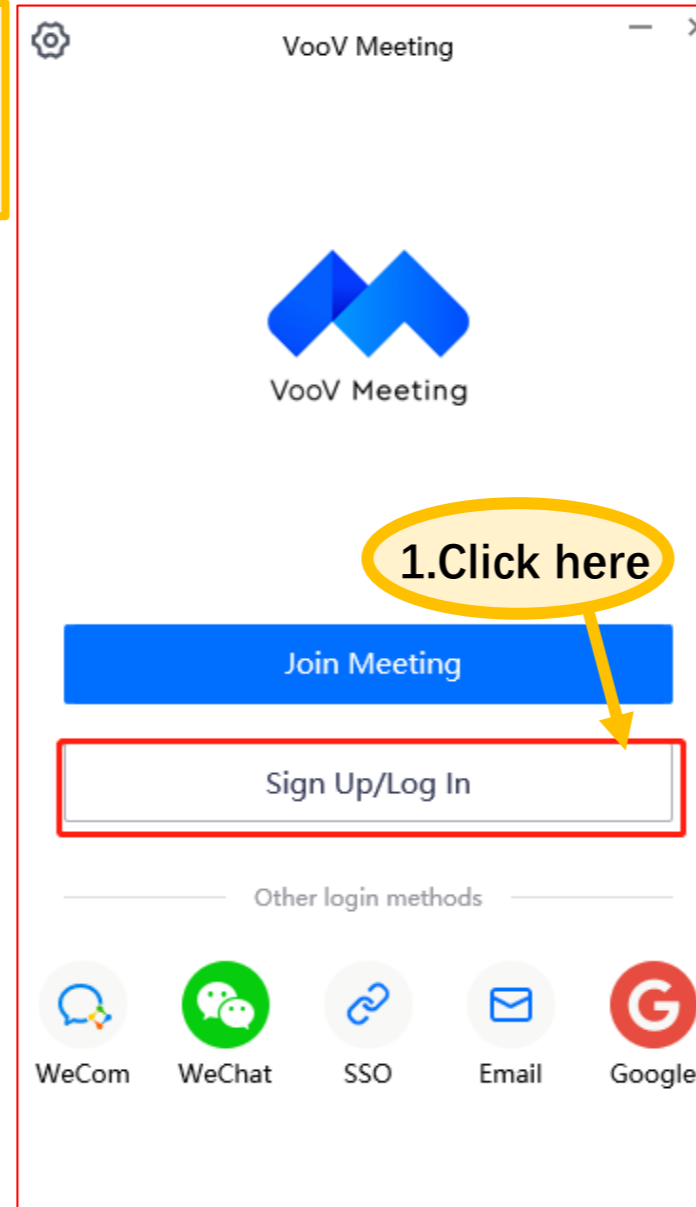
STEP ONE:
Run VOOV
Meeting

STEP TWO:
Log in your
account

Second method:
sign up with
Mobile number



Double
Click it



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

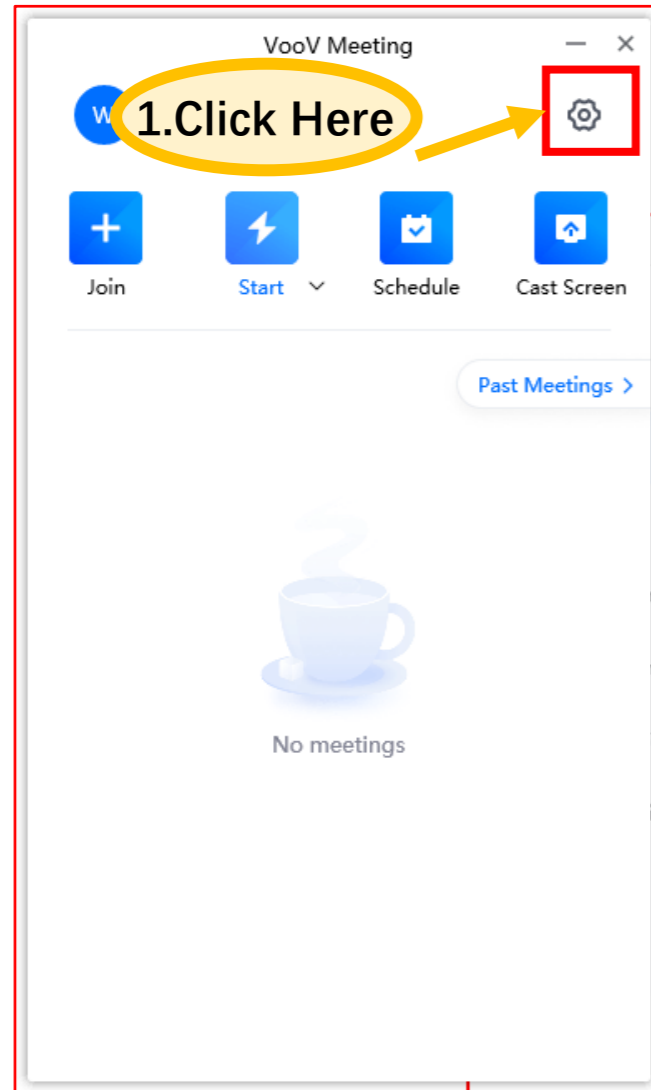
Log In via Email

Sign Up

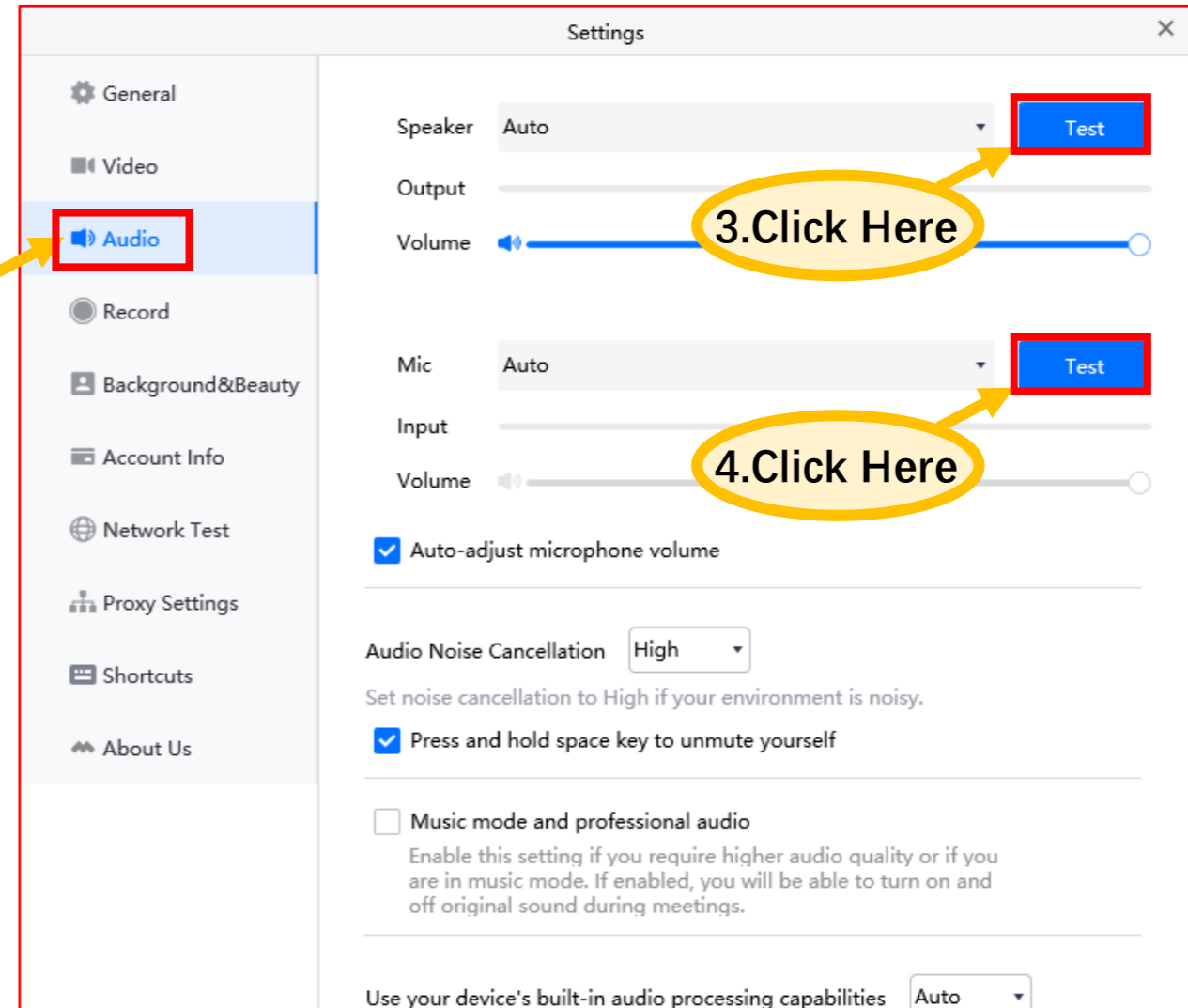
5.Click here

More Login Methods >

5. Test device



2.Click Here



3.Click Here

4.Click Here

6. Join meeting

VooV Meeting

T Test

+

Join

⚡

Start

📅

Schedule

Past Meetings >

No meetings

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

Click Here

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

Room 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

**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**

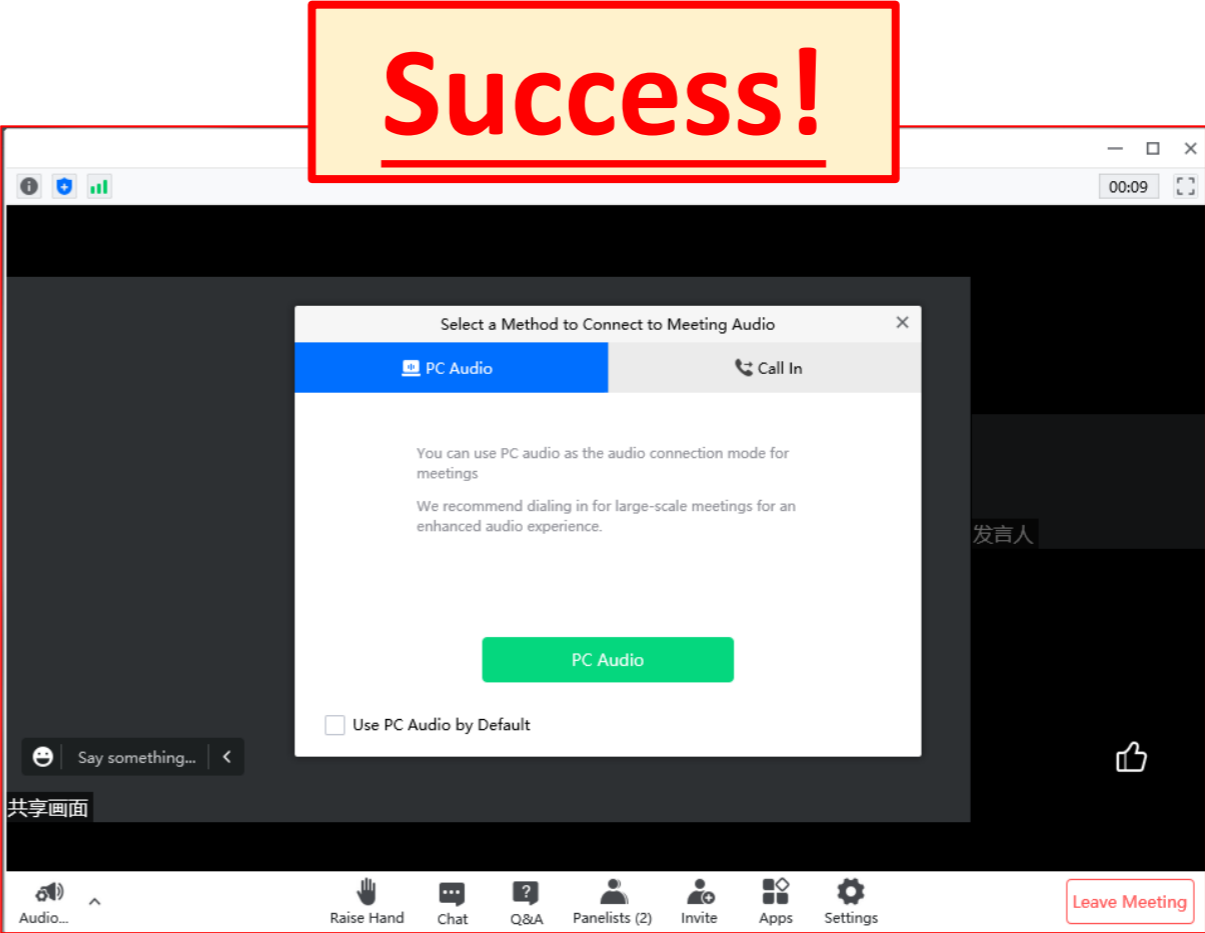
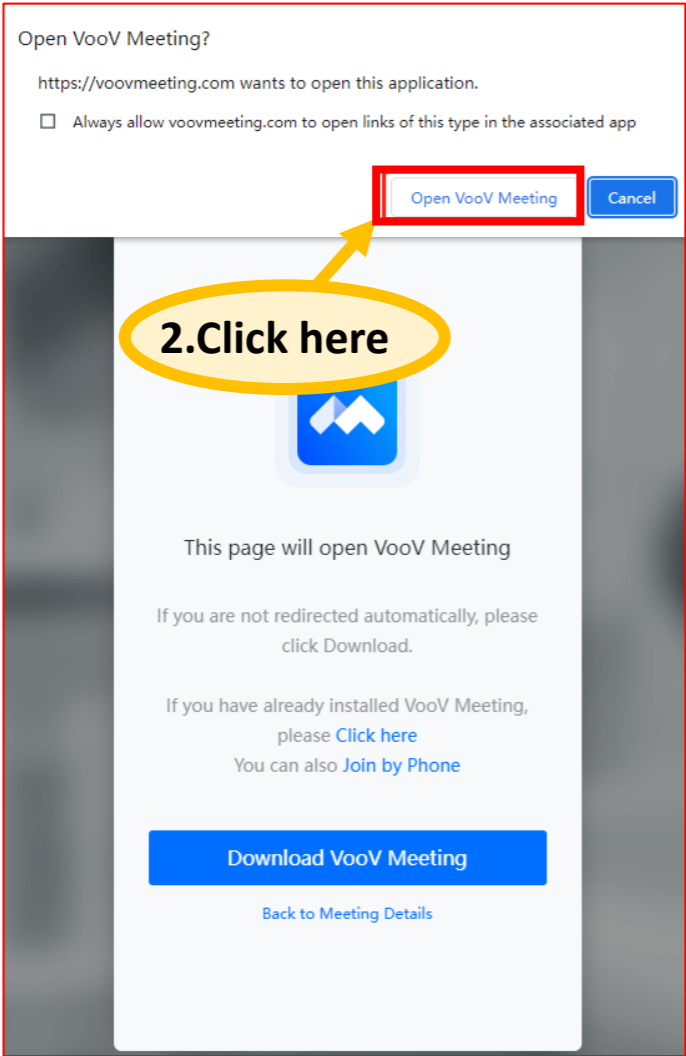
Time **Sep 05 23:30-Sep 08 00:30**
[Sync to Calendar \(.ics\)](#)

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

STEP FIVE:
Join meeting

Click here

6. Join meeting



7. Participants

VooV Meeting

45:22

Panelists

Q&A

All Questions (6) My Questions (1)

Attendee0 Me 21:10

What is the test method

Like

During the discussion:
attendees can ask questions by
writing down your questions.
(English only)

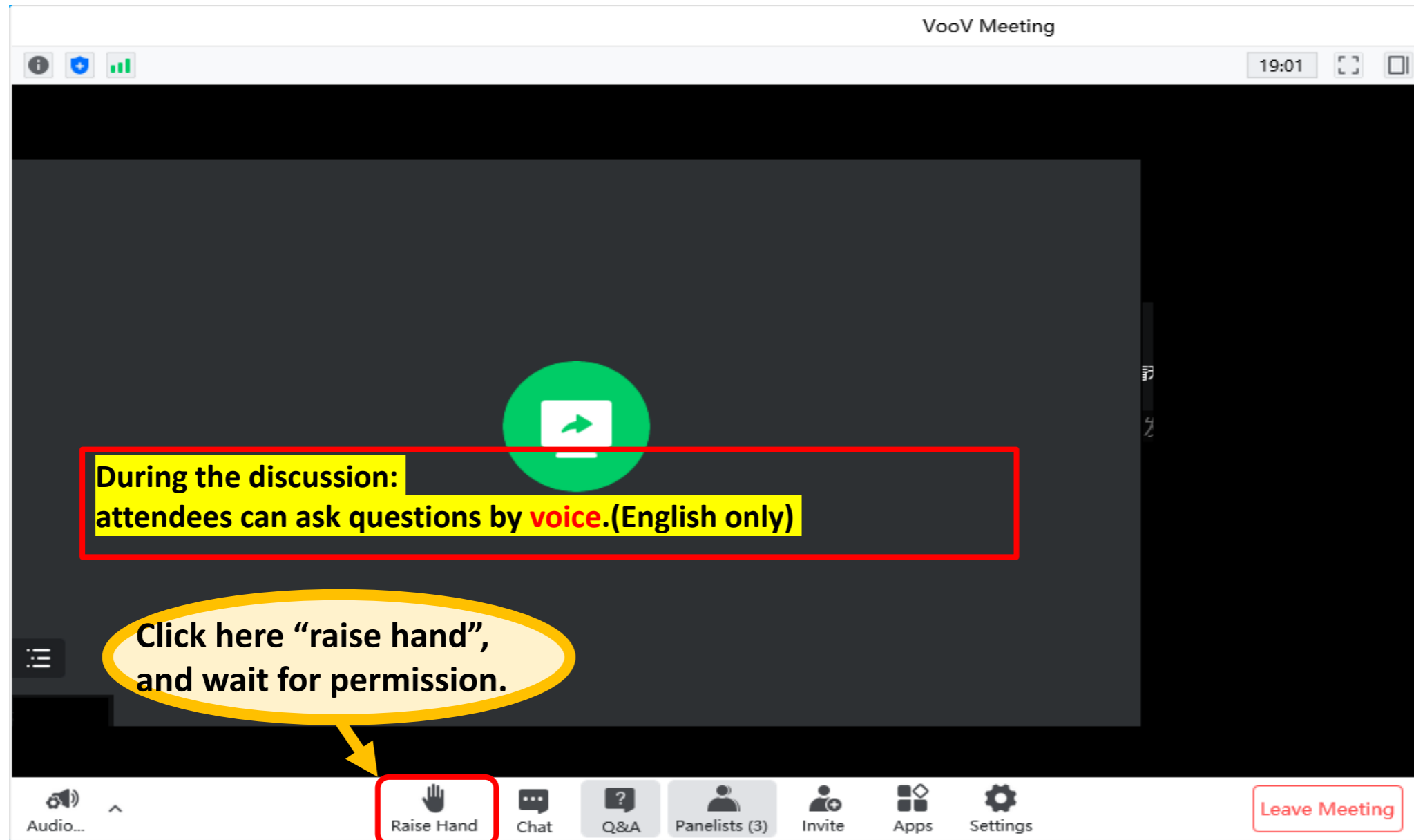
1. Click Here "Q&A"

2. Write down your questions

(--TEST--)What is the test method???

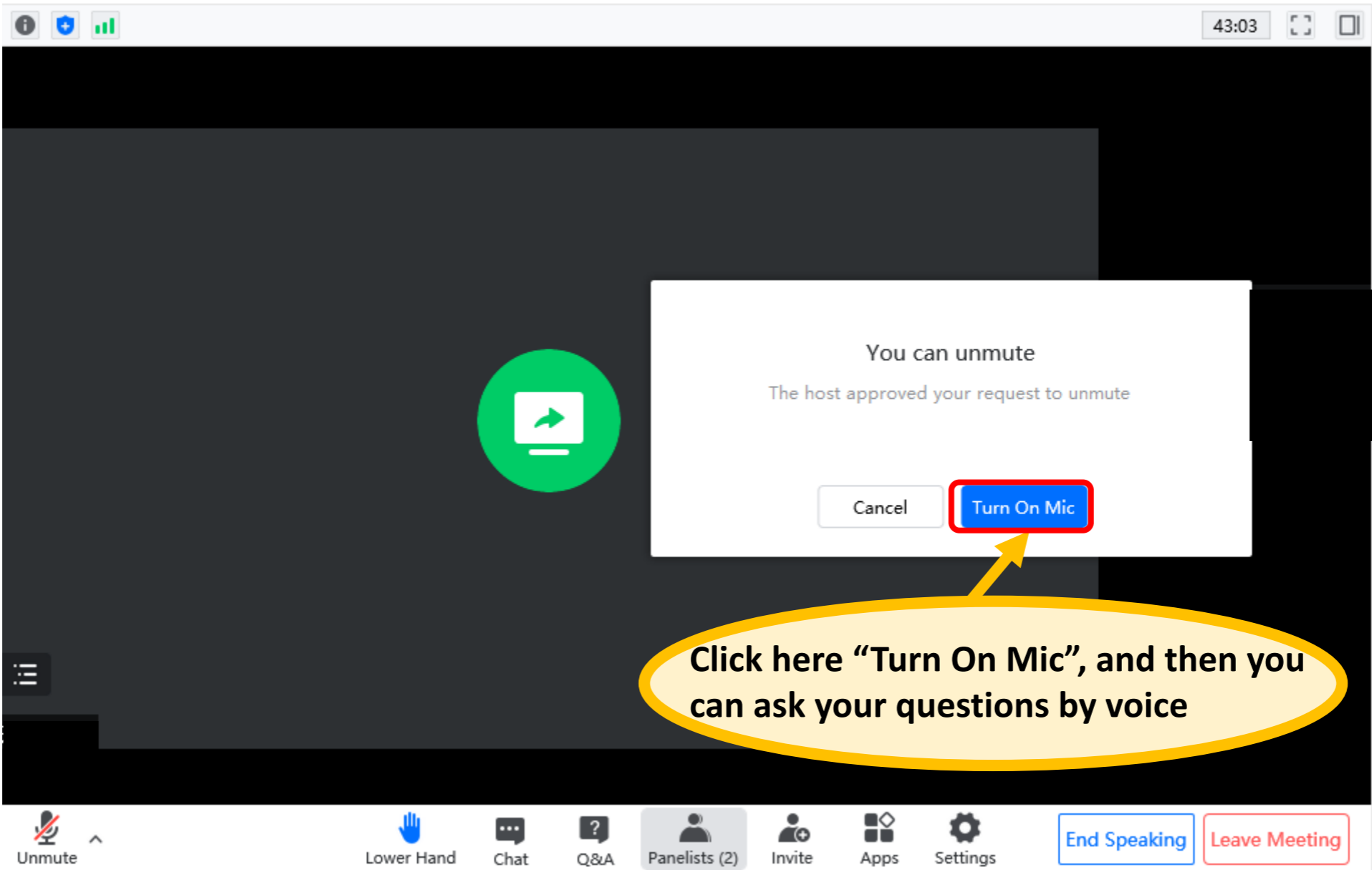
Audio... Raise Hand Chat Q&A Panelists (2) Invite Apps Settings Leave Meeting Anonymous Submit

7. Participants



7. Participants

With permission, attendees can begin to ask questions.



7. Participants

