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1. The service application of the conference management system realizes conference applications such as pre-meeting reservations and post-meeting information sharing. The system supports the simultaneous management of multiple conference rooms and multiple meetings. Through the visual page interaction method, it makes the conference reservation, conference configuration, topic setting, and seat preset operations more efficient, improves the efficiency of conference creation and configuration, and improves the information exchange, data management during the meeting, and the ability to archive and safely back up data after the meeting. When expanding the use of paperless conference rooms, there is no need to repeat the construction and can be used directly
2. Possessing the conference management system software copyright certificate
3. Supports seamless connection with paperless terminals and electronic table cards of the same brand, and no need to repeat the construction when expanding paperless conference rooms
4. The PC side supports B/S architecture and uses a browser to access the system for conference reservations and conference management
5. Supports the management of multiple paperless conference rooms, and each conference room can create multiple meetings every day
6. The server and terminal support free switching between Chinese and English
7. Supports multiple ways of meeting reservation through PC and mobile terminals. PC terminal realizes Web browser reservation, OA docking reservation, Outlook docking reservation, and Exchange docking reservation; mobile terminal supports WeChat public account reservation, WeChat applet, enterprise WeChat reservation, DingTalk reservation, Feishu HTML5 page reservation
8. Supports multiple ways such as OA system docking, Outlook docking, Exchange docking, etc. to obtain meeting reservation data
9. The system realizes multiple ways such as OA system docking, access control system docking, central control system, enterprise WeChat docking, DingTalk docking, third-party system docking, file synchronization, etc., so that the organizational structure of the unit, the organizational structure of the user and the system, and the user correspond one to one, and supports regular synchronization updates
10. Supports SMS, email, voice and other system docking, and notifies the participants of meeting invitations, meeting changes, meeting reviews, meeting cancellations and other messages in the form of emails

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11. Supports office docking with WeChat applet, WeChat public account, DingTalk, Feishu, Outlook, OA, enterprise WeChat and third-party systems to notify the participants of meeting invitations, meeting changes, meeting reviews, meeting ends, meeting cancellations and other messages
12. The system supports linkage with video conferences. When scheduling a meeting, a video conference is created simultaneously and a meeting ID link is generated
13. The system supports linkage with recording and broadcasting equipment. When the meeting starts, the recording and broadcasting equipment will automatically start recording. After the meeting, users can easily preview the recorded video files online and can choose to export the materials before, during and after the meeting with one click for easy organization
14. The system supports linkage with occupancy sensors. When the meeting starts, if there is no activity within the set time, the system will automatically release the conference room resources
15. Supports visual display of the conference status of the conference room at each time period every day, using colors to distinguish the conference time period, idle time period, maintenance time period, etc. of the conference room, so that users can quickly identify the status of the conference room and quickly make an appointment during the idle time period of the conference room
16. Supports arranging the conference calendar in monthly, weekly and other forms. Use the calendar to show the user the meeting schedule for the month, display the meeting theme in thumbnails on the date with the meeting, and click the date to view the meeting information, meeting materials and meeting participants of the day in detail
17. Supports displaying the complete time period of the multi-day meeting
18. Supports displaying all meetings of the day in the form of time nodes, and displaying them in reverse chronological order
19. Supports quick retrieval of internal company employees through department association when creating a meeting. It also supports adding participants by importing, and supports customizing the meeting role permissions of participants, such as: meeting chairman, meeting secretary, and participant roles
20. Supports creating multiple meeting topics for one meeting, and supports uploading and associating multiple meeting materials for each topic. Meeting materials support Office document, PDF, TXT document, image, and video file resources. Supports setting different participants, meeting secretaries, and meeting chairmen for each topic. Supports configuring the meeting material viewing permissions of each participant under the specified topic through permissions
21. The system has built-in visualization components to display the layout of the conference room in the form of a floor plan. It can be laid out according to the actual location of the venue; when booking a meeting, use a visual method to rank the participants, and the positions can be changed at any time
22. The system supports setting approval permissions for each conference room independently. Supports setting a meeting approval administrator for each conference room. After approval, the appointment applicant and the participants will be notified by phone, SMS, email, DingTalk, WeChat applet, WeChat public account, enterprise WeChat, Feishu, Outlook and other methods. The duration of the meeting reminder can be customized
23. The system supports multiple meeting notification frequencies, including five minutes in advance, fifteen minutes in advance, one hour in advance and one day in advance, to ensure that participants can receive the meeting notification in time
24. Support viewing all applied meetings, and upload and supplement meeting materials at any time before the meeting
25. When the meeting starts, the system will automatically start the meeting when the scheduled start time of the meeting is reached, and the use status of the meeting room will be indicated by light strips of different colors on the meeting information display screen, so that participants can intuitively understand the occupancy of the meeting room

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26. Cancel the meeting. Before the meeting starts, you can cancel the meeting. After the meeting is canceled, the current meeting room can be scheduled for other meetings by other administrators during this period
27. Participants can share information through meeting materials before the meeting, and can download and view them at any time
28. After the meeting, the meeting administrator can upload meeting materials such as resolutions and meeting minutes during the meeting to form complete pre-meeting, in-meeting and post-meeting materials. Participants can download and view them
29. Centralized management of meeting rooms, using dynamic meeting reservation application methods to solve the problem of insufficient utilization of fixed assets in the company's meeting rooms. The system has built-in powerful approval functions, which can set up independent buttons for each meeting room, and can also set meeting approval administrators for each meeting room
30. Support the creation of periodic meetings, with repetition frequencies including daily, every working day, weekly, monthly, etc. Support saving the created meeting as a template
31. Support the use of saved meeting templates to create meetings. After the template meeting is created, the information such as participants, meeting notification mode, meeting topics, and participant rankings are automatically displayed
32. Support the creation of meeting rooms to select the meeting services that need to be prepared
33. Support creating new meeting topics in the management background. When the topic starts, the meeting topic and the participants under the topic can be broadcasted through the waiting information broadcast screen
34. Support flexible definition of conference room types. You can quickly find conference rooms according to the conference room type as a screening condition
35. Support the use of visual design tools to draw the real layout of the conference room. You can use the real conference room scene plan as the base map to place fixed assets according to the real layout
36. Support the maintenance of the company's organizational structure. You can manage one by one according to the actual organizational structure and manage it in multiple levels
37. Support setting LOGO icons in the first-level organizational structure. The system management server and conference terminal can automatically update and obtain LOGO
38. Support conference information display screen. When it is turned on, it can display information such as conference room name, all-day meeting schedule, and the theme of this meeting and the next meeting
39. Support visual design of the information display screen for the status of the conference room, such as preparation, check-in, meeting, and idle
40. Support flexible layout of the content displayed on the conference information screen by visual components. The contents of the visualization components include but are not limited to: face detection component, conference list component, signed-in personnel component, picture component, video component, video stream component, text component, rectangle component, timeline component, clock dial component, time text component, button component, weather component, environmental monitoring component, conference QR code component, etc
41. Support the binding of conference information display screen with conference room, and monitor the online status and operation status of the terminal
42. Support the reservation of temporary meetings on the conference information display screen
43. The system supports all conference information display screens to display a unified style, and also supports each conference information display screen to display a different style

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44. Meeting sign-in, from the beginning to the end of the meeting, participants can sign in through the conference information display screen in a variety of ways, including scanning code sign-in, face recognition, verification code sign-in, and fingerprint sign-in. The sign-in data will be synchronized to the background in real time to ensure the accuracy and real-time nature of the sign-in information
45. The system supports docking with access control. The system supports docking with the access control system. Participants can sign in and open the door through face recognition, IC card, etc
46. The system supports docking with occupancy sensors. After the meeting room is booked, the monitoring time of the meeting room can be set. If there is no activity within the preset time, the meeting room resources will be automatically released
47. The system supports docking with the central control system and flexibly configures the control device plan in the system
48. The conference information display screen can support integration with the information release system of the same brand. During the meeting, the full-day meeting schedule of the bound meeting room is displayed, and when there is no meeting, the pre-edited multimedia information release program is displayed
49. The system has the ability to set up an approval process for each meeting room separately, which can realize single-person approval, multi-person approval, and the entire approval process setting
50. The logical nodes of the process setting include global nodes and approval nodes; the global nodes include start, meeting end approval and end nodes; the approval nodes include five nodes: user approval, approval form, multi-way judgment, joint approval, and intelligent matching
51. Supports custom approval logic, and the user approval node supports the selection of department + user mode, and only one person can be selected as the approver
52. The approval form node supports the selection of a designated approver to approve the designated approval form. Supports judging the role information and department information of the approver through multiple judgment nodes. Judgment conditions include appointment department, meeting time (minutes., conference room, etc. The joint approval node supports selecting multiple approvers to approve the specified approval form; supports selecting and and or relationships; after the selection is completed, display information such as department, approver, approval role and approval form. Supports intelligent matching nodes, approval according to department heads; supports selecting and and or relationships
53. Supports conference room charging function, and can freely configure charging type and charging rules
54. Supports pre-setting charging templates, such as daily charging templates, special price charging templates, etc
55. Supports setting charging rule details, including date, time, unit price, duration, etc
56. Supports security management, regular password changes, setting password freeze time, and adjusting the number of identity authentication and log audit retention period as needed
57. Supports ternary management
58. Supports SM4 conference data encryption
59. Supports conference report statistics, and displays the conference room usage record ledger in terms of time and conference room
60. Supports visual conference analysis. The system supports displaying conference reservations, reservation types and conference room space usage statistics in the form of line charts, pie charts and bar charts, helping users to intuitively understand the conference reservation situation and space usage
61. Supports viewing the number of spaces, number of reservations, actual number of times, number of cancellations and total reservation duration of the conference management system
62. Supports displaying the number of meetings, meeting duration, number of meeting reservations, reservation types and

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- 62. Supports displaying the number of meetings, meeting duration, number of meeting reservations, reservation types and space usage statistics of the conference room in terms of week, month, quarter and year, and displays the corresponding data in line charts, bar charts, pie charts, etc
- 63. The system manages the company departments, role permissions and users using the system, and maintains the basic information of the conference room
- 64. The conference room floor plan function uses a real floor plan to display the actual location of the conference room and distinguish the current status of the conference room by color