

INTELLIGENT MEETING MANAGEMENT



Intelligent meeting management

is a primary venue for government and enterprise units to hold various meetings, academic discussions, and multimedia conferences. It leverages advanced technologies such as audiovisual, communication, networking, and automation control to upgrade traditional meeting rooms into digitized and intelligent work environments. It provides government and enterprise units with a more convenient and efficient meeting space, aiming to enhance meeting efficiency, improve meeting experience, and reduce meeting costs.



Challenges with Conventional Meetings

Uncoordinated Management Platform

Almost impossible to efficiently manage multiple subsystems within the conference room

Weak System Interconnectivity

Hurdles in integrating and interoperating the meeting management system with office automation (OA) and security systems.

High Energy Consumption

Energy and emission challenges in the meeting room, such as displays, air conditioning, and lighting



Revolutionize Video Conferencing Processes

Powered by visualized, intelligent, and IoT technologies, the solution standardizes meeting processes, enhances intelligent applications, and ensures efficient management throughout the entire meeting lifecycle.

Standardized Processes

Intelligent Applications

Simplified Management

Before Meeting



Meeting Room Status



Meeting Reservation



Meeting Notice



Scheduling Panel Display



Resource Sharing

In Meeting



Meeting Sign-in



Access Control Linkage



Wireless Projection



Intelligent Collaboration



Meeting Service



Unused Space Release

After Meeting



Meeting Sign-out



Sign-in Statistics



Centralized Management



Meeting Minutes Sharing

Easily Locate the Ideal Meeting Room

The solution supports comprehensive conference booking methods, allowing the selection of meeting rooms, hosts, and recorders, as well as filling in meeting agendas, uploading background information, and more, to meet various business meeting requirements.

Meeting Reservation

*Theme

Meetings created by admin

Discussion Meeting

*Location

Meeting Room Location

Self-select Venue

Click to Select Meeting Room

*Time

2024-08-08

14:30

-

15:30

Meeting Reminder

5 Minutes before Meeting

15 Minutes before Meeting

30 Minutes before Meeting

1 Hours before Meeting

2 Hours before Meeting

12 Hours before Meeting

1 Days before Meeting

*Attendees

+ Batch Add

admin

Please enter the name to search

1 attendees.

Add Cc Recipient

*Host

admin/admin

*Recorder

admin/admin

Agenda

Please enter content...

Meeting Reservation

Select Meeting Room

2024-08-08

自动化专用 / AI自动化...

Filter

(UTC+08:00) Asia/Shanghai

Today

Fri 8-9

Sat 8-10

Sun 8-11

Mon 8-12

Tues 8-13

Wed 8-14

Meeting Room	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00	23:59
12 2 People UTC+08:00							admin						
222 2 People UTC+08:00													
333 2 People UTC+08:00													
89 2 People UTC+08:00													
bbbr 2 People UTC+08:00													
brttest													

Search for a meeting room

Meeting reservation

3 Ways of Meeting Reservation



PC



Mobile Phone



Scheduling Panel

Grab Spaces On the Go

Users can efficiently reserve meeting rooms with flexible check-in times, multiple check-in methods, and customizable approval statuses, along with additional services and streamlined approval workflows.

Edit Meeting Room

Basic Information

Exchange Meeting Room Configured: F22-05(F22-05@hikmeeting.com)

* Region Name

ZHEJIANG

* Area Name

HANGZHOU

* Meeting Room Na...

brtest

Meeting Room Type

General Meetingroom

* Ear...

* Earliest Check-in Ti...

15

Minute

* Latest Check-in Time

15

Minute

* Capacity

2

Meeting Room Desc...

Meeting Service

Service Management

Meeting Staff

Please enter keywords to search for names.

Meeting Room Image

+

Status Information

Enabling Status

☒ Enable

Check-in Method

☐ Meeting Check-in

☐ Person Check-in

☒ Disable

Check-in Method

☐ Meeting Check-in

☐ Person Check-in

☒ Disable

Approval Status

☐ Approval Required

Approval Status

☐ Approval Required

☒ Approval Not Required

Device Information

Bind Device

Electronic Room Panel,Name Plate Gateway

Device Management

Door Status

Meeting Room - Meeting Status

Meeting Room - Idle Status

Save

Cancel

Check-in time:

Users can set the earliest and latest check-in times for the meeting, further enhancing meeting room usage.

Check-in method:

Users can choose between one participant check-in, all participants check-in, or disabling check-in.

Approval status:

Users can define whether the meeting room requires reservation approval.

Meeting services




Users can specify if they need additional services such as tea, notebooks, beverages, etc., based on their meeting requirements. Service staff will receive notifications in advance.

[illegible]

Meeting approval

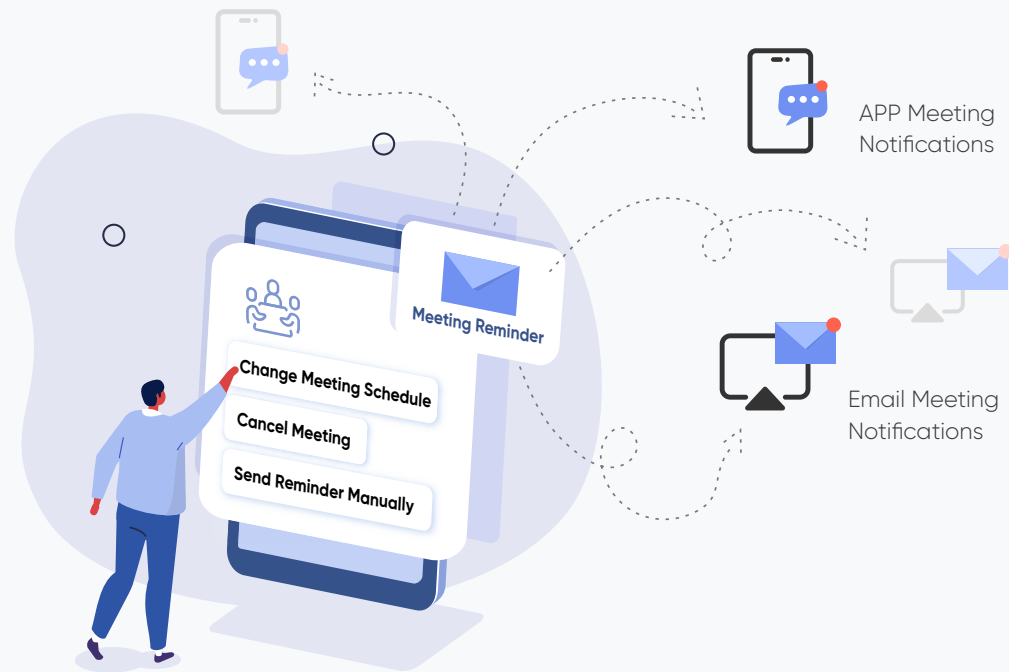
When a user books a meeting room that requires approval, the approval details will be displayed on the administrator's homepage.

Select Meeting Room

2024-08-07  Test  Filter  (UTC-12:00) Etc/GMT+12

< **Today** 8-7 Thurs 8-8 Fri 8-9 Sat 8-10 Sun 8-11

Meeting Room	12:00	14:00	15:00
Approval Required +1200 2 People UTC-12:00	Approval Required		



Keep
Everyone
Well-Informed

Direct Availability with Scheduling Panel



Multi-terminal conference sign-in

Support multi-terminal conference info display, facial & NFC sign-in, and access control.



Information release on scheduling panel

Send ads to scheduling panels, including vertical and horizontal screens, for idle time playback.

Recommended Products



Hispire SMM Platform

- Max. meeting rooms: 500
- Server requirements: 10 core/16GB RAM/512GB ROM
- Access to Active Directory and Exchange server



DS-D5F10CB/BH



DS-D5F16CB/BV



DS-D5F22CB/BH

Scheduling Panel

- Meeting information display
- Face and card sign-in authentication
- Integration with access control system
- Access to Active Directory and Exchange server

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