

Intelligent Meeting Management

Streamline Your Way to Success
Connect. Communicate. Collaborate.



HIKVISION INTELLIGENT MEETING MANAGEMENT



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An 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 managing 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.

The screenshot displays the 'Meeting Reservation' interface. On the left, there are form fields for:

- *Theme:** 'Meetings created by admin' (selected) and 'Discussion Meeting' (dropdown).
- *Location:** 'Meeting Room Location' (selected) and 'Self-select Venue' (radio button).
- *Time:** Date '2024-08-08' and time '14:30 - 15:30'.
- Meeting Reminder:** Buttons for '5 Minutes before Meeting', '15 Minutes before Meeting', '30 Minutes before Meeting', '1 Hours before Meeting', '2 Hours before Meeting', '12 Hours before Meeting', and '1 Days before Meeting'.
- *Attendees:** '+ Batch Add' button, 'admin' (added), and a search field 'Please enter the name to search'. '1 attendees' are listed.
- *Host:** 'admin/admin' (dropdown).
- *Recorder:** 'admin/admin' (dropdown).
- Agenda:** 'Please enter content...' (text input).

 On the right, a 'Select Meeting Room' window shows a calendar for '2024-08-08' to '2024-08-14'. A grid shows meeting room availability for rooms 12, 222, 333, 89, bbb, and brttest. Room 'brttest' is highlighted on August 9th.

Meeting reservation

Search for a meeting room

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.

The screenshot shows the 'Edit Meeting Room' configuration window. Callouts highlight specific settings:

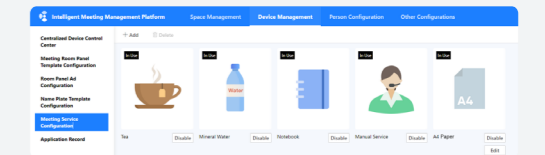
- Check-in time:** 'Earliest Check-in Time' and 'Latest Check-in Time' are both set to '15 Minute'.
- Check-in method:** 'Check-in Method' is set to 'Disable'.
- Approval status:** 'Approval Status' is set to 'Approval Not Required'.

 Other visible settings include:

- Basic Information:** Region Name 'ZHEJIANG', Area Name 'HANGZHOU', Meeting Room Name 'brttest', Meeting Room Type 'General Meetingroom', Capacity '2'.
- Status Information:** Enabling Status 'Enable', Check-in Method 'Disable', Approval Status 'Approval Not Required'.
- Device Information:** Bind Device 'Electronic Room Panel', Door Status 'Meeting Room - Meeting Status'.

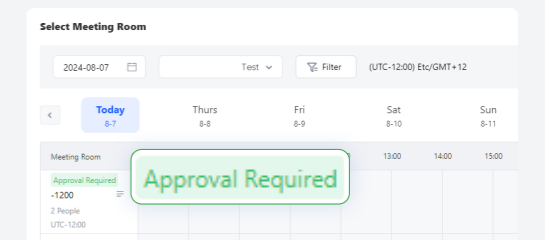
Meeting services

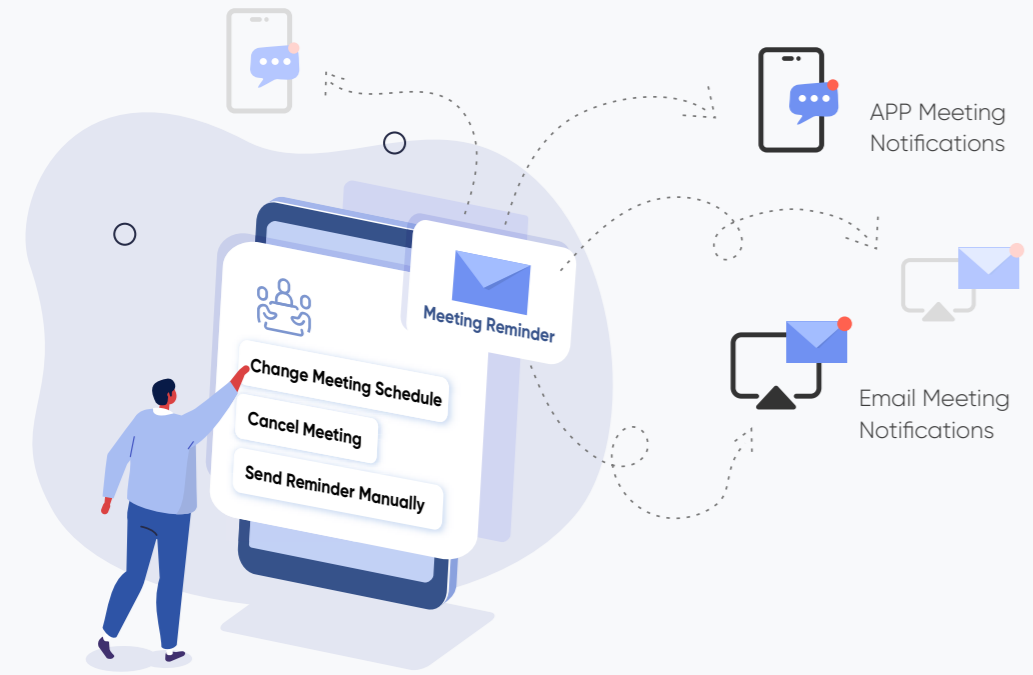
Users can specify if they need additional services such as tea, notebooks, beverages, etc., based on their meeting requirements. Service staff will receive notifications in advance.



Meeting approval

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





“ **Keep Everyone Well-Informed** ”

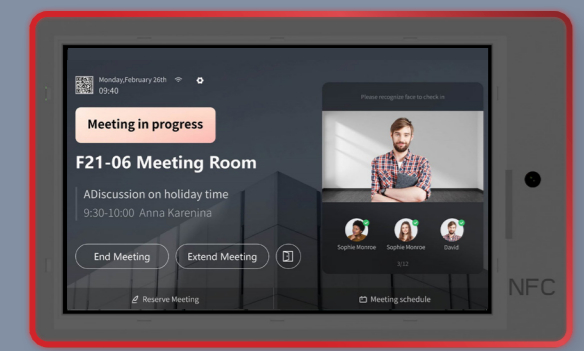
Recommended Products



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



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.



10" DS-D5F10CB/BH



16" DS-D5F16CB/BV



22" 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