

HCS-4217/50 Conference Sign-in Management Module



Entrance sign-in system interface



Unit arrangement



Delegate information

Functions

Conference sign-in, seat arrangement and delegate management sub-modules.

- **Conference sign-in** module consists of complex IC-Card and contactless IC-Card distribution and sign-in, IC-Card loss, IC-Card take back and sign-in server management. More facilities can be achieved in cooperation with the contactless IC-Card sign-in server
 - ♦ IC-Card distribution:
 - The IC-Card contains conference number, participant's number, identity, rights, etc.
 - Card authentication restricted to one conference facility. New authentication subject to IC-Card rewriting
 - Sign-in with backup card if master card is lost
 - ♦ IC-Card loss: report card loss. Cards counted for lost cannot carry out conference sign-in
 - ♦ IC-Card take back: when the conference is over, the cards used during the conference can be taken back, erased and rewritten for next use
 - ♦ Contactless IC-Card sign-in:
 - Entrance access control - delegate control right at conference start
 - Delegate sign-in speed-up and simplification
 - Client/Server structure of IC-Card sign-in machine and sign-in server, for system safety and reliability
 - ♦ Conference sign-in management: based on the venue design and delegate arrangement. Operator monitors a) venue setup, b) presence of participants and delegates, c) controls start/stop of sign-in by simply controlling open / close of sign-in server
 - ♦ Supports manual sign-in if participator's normal sign-in fails
 - ♦ Supports delegate absence management: absence is reported if delegate cannot attend the meeting
 - ♦ Supports displaying sign-in result to large screen, and supports multi display mode:
 - Seat map: indicates current sign-in status
 - Full screen digital display
 - ♦ Sign-in report: creates conference sign-in report based on the actual situation, and printout if needed. An amount of statistical data can be created simultaneously

- **Seat arrangement** facility includes delegate seating and unit arrangement function modules
 - ◆ Delegate seating is used to assign seats for the delegates, e.g.:
 - Assign a single seat for each delegate
 - Section seating, automatic seat assignment for a group of delegates, supports new assignment – in parts or entirely
 - Clear a single seat if required for a new assignment
 - ◆ Unit arrangement: assign the conference units to the corresponding positions based on the true delegate seating, current cabling and layout:
 - Unit arrangement, assign the conference units to the true delegate seating
 - Delete unit, reassign the units
 - Locate seat position by menu operation
 - Operate the arranged units to check the arrangement
- **Delegate management** includes two sub-modules: delegate information and participants
 - ◆ Delegate information: create and manage the delegate's database
 - Edit delegate information: number, type, name, voting weight, leader (yes or no), presidium (yes or no) etc. Supports individual picture in the database
 - Customer-specific options for above items
 - Supports customized delegate grouping
 - Fast search facility
 - Database updatable
 - ◆ Participants: select the delegates to participate in the conference from the database
 - List delegate information by group or by delegate type
 - Group adding function
 - ◆ Delegate authority:
 - Degree: chairman or delegate
 - Authority: speak, vote and vote board

Ordering Information

HCS-4217/50S.....Conference Sign-in Software Module (service)

HCS-4217/50C.....Conference Sign-in Software Module (client)