**Architect and engineering specification Confero 360**

**General**

The meeting management software shall be web-based and upgradable from the built-in configuration software that comes included on the control engine.

The conference system’s software shall run on any device with supported web-browser. No software, drivers nor databases need to be installed on the device used to control the conference system.

**Wizard**

At initial startup of the system a setup wizard shall guide the user through the system configuration.

It shall be possible to restart this setup wizard at any time.

The system shall automatically detect the types of units available in the system and will show the needed configuration steps accordingly. For example, when no interpreter devices are connected to the system, interpretation settings shall not be visual.

The software shall automatically detect if a dante card is available in the control engine and show the additional configuration possibilities.

Automatic device discovery shall be available. Devices connected to the engine shall automatically be recognized and receive a seat id.

An overview of all connected devices shall be available providing information on:

* Device serial number
* Firmware version
* Software version

Highlighting a specific device to identify its position in the room shall be possible.

It shall be possible to update all devices at once or only update a specific product family.  
Devices with outdated software will be visualized.

Wireless pairing shall be possible when a combination between wired and wireless devices is required.

Two options shall be available to discover wireless unit:

* “Open Access” where each unit within the range of the access point is automatically added to the system
* ”Closed Access” in order to define the specific wireless units that can log-on to the system.

When the system has more than one access point, it shall be possible to define which wireless units connect to a certain access point.

Pressing the discovery button shall add all activated units until the discovery mode is finished.

It shall be possible to define a seating plan representing the layout of the room.

Importing a picture representing the room shall be possible.

Is shall be possible to change the size of the picture and a background color shall be configurable.

Seat icons representing the conference devices can be put on the room layout.

It shall be possible to put seat icons on the layout either by drag and drop or place by click functionality. Enabling a grid and snap to grid feature shall be available to facilitate the creation of a room layout.

It shall be possible to define the discussion priority of a seat to VIP or chairperson.

It shall be possible to configure the microphone operation modes to direct speak, request, group or operator and the maximum number of microphones that can be open. The color of the microphone status LED shall be configurable for the active, inactive and request state.

Whenever interpretation devices are detected by the system it shall be possible to configure interpreter desks, booths and channels.

It shall be possible to assign desk IDs to the interpreter devices with the change desk order function.

When activated, desk IDs shall be configured in the order you press the microphone button of the desks. It shall be possible to drag and drop the desks to the configured booths.

It shall be possible to create booths with a language without assigning desks.

There shall also be a possibility to automatically create desk IDs and assign several desks to a booth. As long as a microphone button on an interpreter desk is held while another microphone button is pressed these desks shall be assigned to the same booth. Pressing and releasing the microphone button on a single desk shall create a new booth.

It shall be possible to configure volume of loudspeakers and headphone volume. It shall be possible to select routing scheme for distance conferencing or external audio processing.

User roles for chairperson, operator, technician and signage shall be available. The functionality available to each role shall be configurable. It shall be possible to protect the access to the different roles via a password.

It shall be possible to configure the interface language for each role independently.

The last step in the configurator shall show a summary of the system configuration.

Finishing the wizard shall bring the technician to the dashboard view.

**Technician view**

In the technician view it shall be possible to add quick links to frequently used functionality.

The technician view shall have access to all configuration and system setup parameters available in the wizard.

The technician shall have access to a diagnostics tool that shows a representation of how devices are connected to the system and will get a view on system warnings and errors.

It shall be possible to set microphone sensitivity of individual devices to either solve acoustic issues or compensate for loud or soft speakers. These values are saved as default.

It shall be possible as an operator or chairperson to temporary change the microphone sensitivity during the meeting.

**Operator and Chairperson view**

The functionality available to the operator and chairperson roles shall be configurable in the technician view. It shall be possible to limit the access to these roles with a password.

***Meeting template***

It shall be possible to create and edit a meeting template.  
Two views shall be available, a room layout view and a seat list view.

It shall be possible to create delegate names in the meeting template.

In order to create a fixed seating plan, it shall be possible to drag and drop delegate names on a seat in the room layout view or select the seat from a drop-down menu in the list view.

It shall be possible to link RFID cards to delegates. The linking of those cards shall be possible from within the application. Linking a card to a delegate shall be possible from any connected conference device with a card reader.

It shall be possible to define for each delegate if he has a fixed seat or can log-in with his badge.

It shall be possible to mix fixed and free seating in a meeting.

***Meeting control***

It shall be possible to start a meeting from a template or create an empty meeting.

It shall be possible to start a recording of the meeting. When a recording is activated a clear indication shall be available.

It shall be possible to activate and deactivate microphones from both the room layout or the list view. Active microphones can be removed from the speaker list.

Microphone in the request list can be activated or removed from the request list.

It shall be possible to reorder the request list by drag and drop.

The request list can also be controlled via the next speaker button.

When delegate names are linked to seats the initials of the delegate shall be shown in the seat icon.  
Hovering over a seat shall show the complete name of the delegate. More options icon shall give the possibility to temporary adjust the microphone sensitivity and possibility to add or remove the delegate from the request list.

There shall be a clear representation for VIP or chairpersons.

It shall be possible to zoom in and out on the room layout overview.

Rotate view function shall be available so the view matches the perspective of the user controlling the room.

A scale to fit button shall be available to reset the view on the room layout to default.

It shall be possible to change the dashboard view between horizontal and vertical view.

It shall be possible for multiple operators / chairpersons to log in to the webpage. The view of those operators / chairpersons shall be synchronized.

***Voting***

It shall be possible to start a voting session. The following items shall be configurable:

* Voting question
* 2 or 3 button voting
* Public or Secret

It shall be possible to start, pause and stop a voting session.

Once a voting is started the conference units shall have the possibility to vote.

A widget shall be available to visualize the incoming casted votes.

If a vote is public, individual voting results shall be visualized by changing the color of the outer circle of the seat icon according to casted voting option.

The individual voting results shall also be available in the meeting output.

If a vote is secret, only overall voting results shall be available. No individual results will be visualized nor logged in meeting output only if the participant voted.

When a voting is started instances logged in with signage role will switch to the voting visualization.

***Meeting output***

The conference engine shall keep record of the last 50 meetings.

The meeting output meeting overview shall consist of the meeting name, date and time it took place.

Expanding a meeting shall show detailed information on the voting sessions that took place in the meeting, if any. Additionally, when a recording is available for that meeting it shall be possible to download the recording.

It shall be possible to open a detailed meeting report. The detailed meeting report shall open in a new browser screen. The following information shall be provided in the report:

* Date, start time, end time and title of the meeting
* Name of the recording, if available
* Overview of participants present in the meeting
* Voting title, number of votes casted and start time of vote
* General voting results casted for the different voting options
* Individual votes casted by delegates
  + In secret vote mode, list of who voted without voting option chosen
  + In public vote mode, list of delegated and what voting option they casted

It shall be possible to print this report to a pdf file for further distribution.

**Signage view**

It shall be possible to show the room layout on a large screen to the public in order to indicate the active speakers, and those who are in request mode.

When a voting session starts, the view shall automatically switch over to a voting visualization mode.

This product shall be: Confero 360 or similar