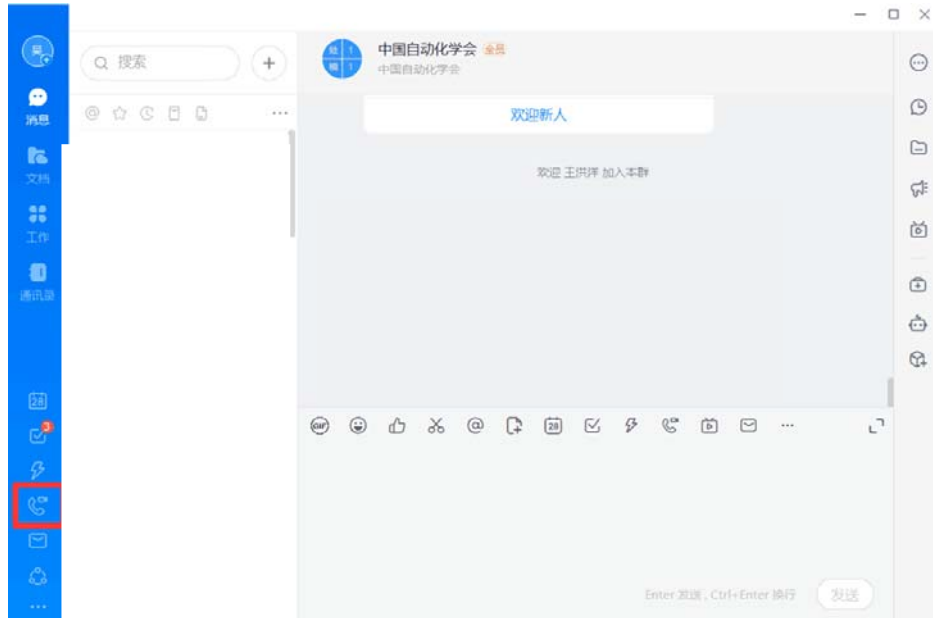


## Guidelines for Booking DingTalk Meeting Rooms

1. 点击钉钉客户端的电话按钮，进入电话页面
1. Click the client "Phone" Button of DingTalk to enter the phone page.

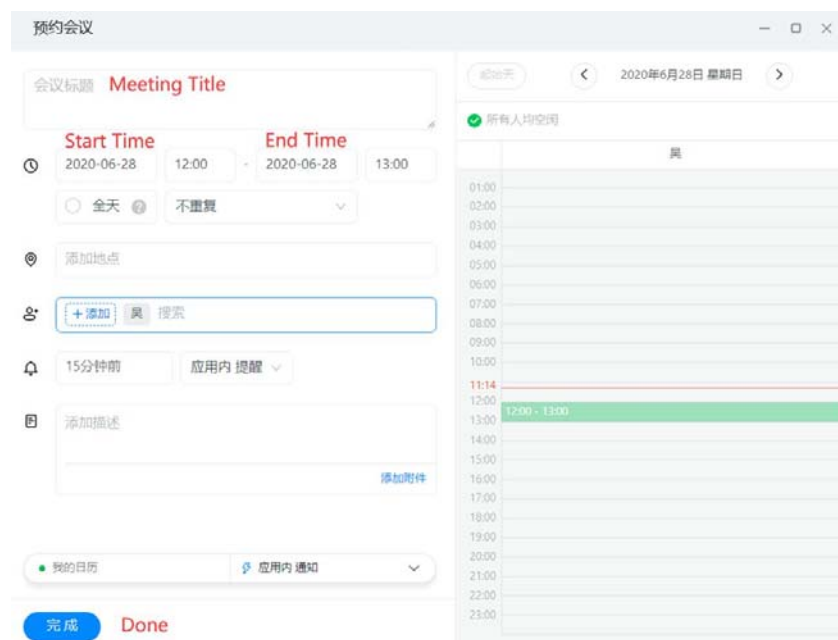


2. 点击预约会议按钮，进入预约会议界面。
2. Click the "Book a Meeting" Button to enter the interface.



3. 设置会议的标题（CCC: Paper ID）和会议的起始时间（张贴起始时间），地点和参加人员可以不填写，可以设置提前通知时间，也可以详细介绍会议的相关内容（选填）。之后点击完成按钮。

3. Set the Meeting title (CCC: Paper ID) and the start time (paper posting time) of the meeting. Location and participants can be left open. Time for advance notification can be set, and relevant contents can be introduced in detail (optional). Then click the “done” button.



4. 将预约好的入会口令(Meeting Code)保存下来，添加到 poster（PDF）海报中，对于该论文有问题的参会代表可通过输入相应的入会口令（Meeting Code），进入预约好的会议与论文展示者进行交流。

4. Save the Meeting Code and add it to the poster (PDF). Participant who wants to raise a question concerning to the posting paper can enter into the meeting room by inputting the Meeting Code for communication.

