

Helper - Speaker Ready Room Operation Manual



The Speaker Ready Room System (SRRS) ONLY accept PowerPoint presentation file. Mac Keynote file is NOT supported yet.

Duties:

- * To help Speaker to upload the presentation file to the server.
- * To write "Note to operator", if need.

Training Video

- https://www.youtube.com/watch?v=-SAsnzzyv8s&list=PLr_utZPSrK_0u1gr1AOvGAwjRb5wGlvGZ

Upload the Presentation File

Please note that every time the speaker upload a file to the same topic, the new file will replace the previous one.

- Plug in the speaker's USB drive or download the file from internet.
- Open the Google Chrome browser and open SRRS URL.
- Login the SRRS with speaker's last name (case insensitive) and registration code. You could find both on Speaker's badge.
- On top-right will display the speaker's name.
- After login, click the [Speaker Ready Room] button on top menu.
- On the right will display a presentation topic list of this speaker.
 - Find the specific topic and click the [Choose File] button and select the file from speaker's USB drive. There should be only ONE file for each topic. If the speaker has a separate video, ask the Technician to embed it inside the PowerPoint file before upload.
 - It will display the progress during uploading. After it is finished, click the [Review] button to review the presentation file.
 - Check the playback of the PowerPoint file is ok, especially the playback of video file, if any.
 - If need, repeat the above 3 steps to upload another presentation file.
- When it is done, click the top-right dropdown [Logout] button to logout.
- Unplug the speaker's USB drive, if need.

HomeSpeaker Ready Room Search demo topic Speaker Barcode Speaker Name Session Code SearchReset 10:00 AM - 10:30 AM Topic 101 Topic 102 Topic 103 Topic 104 Topic 105 Topic 106 Topic 107 Topic 108 Topic 109 Topic 110 Topic 111 Topic 112 Topic 113 Topic 114 Topic 115 Topic 116 Topic 117 Topic 118 Topic 119 Topic 120 Topic 121 Topic 122 Topic 123 Topic 124 Topic 125 Topic 126 Topic 127 Topic 128 Topic 129 Topic 130 Topic 131 Topic 132 Topic 133 Topic 134 Topic 135 Topic 136 Topic 137 Topic 138 Topic 139 Topic 140 Topic 141 Topic 142 Topic 143 Topic 144 Topic 145 Topic 146 Topic 147 Topic 148 Topic 149 Topic 150 Topic 151 Topic 152 Topic 153 Topic 154 Topic 155 Topic 156 Topic 157 Topic 158 Topic 159 Topic 160 Topic 161 Topic 162 Topic 163 Topic 164 Topic 165 Topic 166 Topic 167 Topic 168 Topic 169 Topic 170 Topic 171 Topic 172 Topic 173 Topic 174 Topic 175 Topic 176 Topic 177 Topic 178 Topic 179 Topic 180 Topic 181 Topic 182 Topic 183 Topic 184 Topic 185 Topic 186 Topic 187 Topic 188 Topic 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Write "Note to operator"

If the speaker has special request to the session room, such as using his/her own computer for presentation. Instead of uploading the file, you should write a note to the operator.

- Login the SRRS with speaker's account as usual.
- Find the specific topic from the topic list.
- Click the [Note] button on top of the topic.
- Write the note in the popup window and then click [Save] button.
- The [Note] button should change to "Yellow" color.
- Logout the speaker's account.

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