

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 session room 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.



==== Get the Presentation file ====

- Plug in the speaker's USB drive or download the file from internet.
- If the speaker needs to edit the file, let s/he edit it on the USB drive.
- Then, copy the presentation files

(either PPT or PPTX) to the upload workstation's "Desktop".

- **Unplug the USB drive** before you upload the file.

Always unplug the USB drive before you upload. If speaker has more than 1 presentation, copy all of them to the workstation before unplug the USB drive.



==== Login to the System ====

- Open the Google Chrome browser and open SRRS URL. Default is <http://192.168.88.200/>
- 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, check it.

- After login, click the [Speaker Ready Room] button on top menu.

==== Upload
Presentation File(s)
====

- On the right will display a presentation topic list of this speaker.
 - Ask Speaker to confirm the topic list is correct.
 - Find the specific topic and click the [Choose File] button and select the file from "Desktop".
 - 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.
A
PowerP
oint file
with
video
must
be
saved
in PPTX
format.

- 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 steps to upload another presentation file.
- When it is done, click the top-right dropdown [Logout] button to logout.

				Top Menu Home Speaker Ready Room Search demo topic Speaker Barcode Speaker Name Session Code Search Reset Topic not uploaded yet (yellow) 12 Nov 2025 10:12 Speaker ID Topic 12 Nov 2025 Note No Note Demo Topic Choose File Topic has uploaded file 12 Nov 2025 10:12 Speaker ID Topic 12 Nov 2025 Note 12 Nov 2025 10:12 Demo Topic Choose File ..public/userFiles/101/2025-09-01/10402/1.202509010112.jpg
				===== Write “Note to operator” ===== If the speaker has special request to the session room, such as using his/her own computer for presentation. Besides uploading the presentation 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 as above. • 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.

No Note (white)	With Note (yellow)
	

===== FAQ =====

===== File Format =====

- Only PowerPoint file and Keynote file
- NO PDF

===== Day 1 morning special arrangement =====

- On Day 1 morning, a lot of speakers will show up to upload their files
- We will reserve half of the computers for them to make sure they could upload the file before the session starts

===== Waiting area =====

- Please greet the speaker at the entrance
- If all computers are occupied, please lead them to the waiting area and sit in row

===== Could I use my own computer =====

- No. The organizer has guide line for the speaker to upload their files in



the speaker ready room. They are not supposed to use their own computer in session room.

- If the speaker insists, you may ask him/her to go to the session room half day before to arrange it with the technician.

==== Could I change my presentation schedule ====

- Please arrange it with the organizer. You may introduce him/her to the organizer.

==== Could I just upload a video ====

- No. Please embed it inside a PowerPoint or Keynote file.

==== I could not find any of my presentation after login ====

- Most likely s/he may have more than one registration. So the registration code associate with the presentation is NOT the one s/he got in the registration counter.
- Login with "speaker" account and search the presentation name or speaker name



instead.

==== Checking Session
overall upload status
====

Sometimes the chair person wants to check the upload status of his/her session. You could do it 2 ways.



- Inside “Speaker Ready Room”, search one of the speaker and then locate the session code
 - then search the “session code” to see all presentations.
- Inside “Session Room”, search by date and venue of the session

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