Session Room Setup

Please setup the Session Room as follows. A Control Panel should be setup to host all IT equipment.

Logistics Items

Item	Qty	Remarks
Notebook	2	Local IT
Remote clicker	1	Local IT
Laser Pointer	1	Local IT
Video Switch	1	Local IT
Gigabit Ethernet Switch	1	Local IT
Cat5E Network Cable		Local IT

Network

- Local IT vendor will setup a Gigabit intranet connecting the two Notebooks in the Session Room.
- The notebook could open the Speaker Ready Room System at http://192.168.99.10
- All computers in Session Room will get auto IP address from DHCP server in Speaker Ready Room.

Workstation

Software

For the workstation, please make sure each of them have installed the following software.

Software	Remarks
Windows 7 Professional (English)	
PowerPoint 2013	
latest Google Chrome browser	
Adobe Acrobat Reader	
Any software to play WMV, MOV and MP4 videos	
Any antivirus software	
session.exe	Download here. Unzip it and copy to c:\session\session.exe
Poll Everywhere for PowerPoint	https://www.polleverywhere.com/app/powerpoint/win

Google Chrome Browser Settings

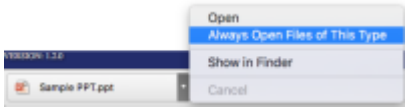
Change Google Chrome browser settings:

- Open Chrome Settings
  - On Startup
    - select “Open a specific page or set of pages.”

        - click “Set pages” link
            - set the Startup pages to http://192.168.99.10
    - Default browser
        - click button [Make Google Chrome the default browser]

Google Chrome Download

- Change the default behaviour to “Always open” PowerPoint files

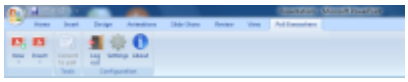


Session.exe

- If installed correctly, double click a Powerpoint file on the local harddisk will open it in slideshow mode automatically.

PollEverywhere Presenter plugin

- After installing the PollEverywhere Presenter plugin, it should have an additional button on top of the PowerPoint.
- If not, that means the installation is failed, please try to reinstall.



Acceptance Test

We will test the equipment in the Session Room as follows:

Test	Result
All computer could get IP from DHCP server	
Each computer screen could be displayed via projector	
All computer could open http://192.168.99.10 by Chrome	
All computer could download and run the sample Powerpoint automatically	
All computer could play the video inside the sample Powerpoint properly	

From:
https://wiki.questwork.com/ - **Questwork's Wiki**

Permanent link:
https://wiki.questwork.com/doku.php?id=course:congress_setup:session_room:start

Last update: **2017/03/01 01:04**