

# Congress Setup

This document outlines the needs of the IT issues related to the Registration System and Speaker Ready Room System.

## Who Should Read This

| Company  | Remarks                                        |
|----------|------------------------------------------------|
| PCO      | overall arrangement, liaise with other parties |
| Venue    | venue & network setup                          |
| Local IT | network & computer setup, technical support    |

## New Event Setup

- [New Event Setup](#)

## Venue Preparation

- [Venue Preparation](#)

## Onsite Setup

- [Congress Server Setup](#) (restricted access)
- [Registration Hall](#)
- [Speaker Ready Room](#)
- [Session Room](#)

## Operation Manuals 日常操作

- [Operation Manuals](#)
- [Trainings](#)

## After Congress

- [After Congress](#) (restricted access)

## Computer Software

- [Computer Software](#)

# Hardware

- [Congress Hardware](#)
- [Hardware Inventory](#) (restricted access)

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