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 arrangment, 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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