Registration Hall Preparation

Overview

The registration hall will be connect to VLAN A provided by the venue. A private wi-fi will be setup for the use of congress helper app.

Involved Parties

Company	Remarks
Venue	provide network infrastructure, VLAN, onsite maintenance & troubleshooting
PCO	provide booth/ registration counter setup, power supply, queue management
Local IT	provide switch & cabling
Questwork	setup Wi-Fi for registration hall

Logistics

Item	Responsible	Remarks
VLAN	Venue	
Gigabit Ethernet Switch	either venue or Local IT	
Cat5E cabling	Local IT	
Helper	PCO	work in registration hall, read Registration Operation Manual for details
Wi-Fi AP	Questwork	

Switch & Cabling

- All network switch and cabling must be Gigabit ethernet.
- The network switch will be connected to VLAN A.

Wifi

- A private Wi-Fi will be setup and connected to the network switch.
- A public Wi-Fi could be provided to participants for general internet access by the venue.