Session Room Preparation

Overview

All session rooms will be connect to VLAN B provided by the venue.

Involved Parties

Company	Remarks
Venue	provides network infrastructure, VLAN, onsite maintenance & troubleshooting
PCO	provides helpers to work in Session Room
Local IT	provides switch & cabling, computers & technicians
Questwork	provides Speaker Ready Room System

Logistics

Item	Responsible	Remarks
VLAN	Venue	VLAN B
Gigabit Ethernet Switch	either venue or Local IT	
Cat5E cabling	Local IT	
Technician	Local IT	work in session room, read Technician - Session Room Operation Manual for details
Helper	PCO	work in session room, read Helper - Session Room Operation Manual for details
Speaker Ready Room System	Questwork	

Switch & Cabling

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

Computer

Two computers will be provided for downloading presentation files. The configuration MUST be the same as those in Speaker Ready Room.

- All computer hardware and software must be the same for uploading and downloading in Speaker Ready Room and Session Rooms.