Speaker Ready Room Preparation

Overview

The speaker ready room 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 Speaker Ready Room
Local IT	provides switch & cabling, computers
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 speaker ready room, read Technician - Speaker Ready Room Operation Manual for details
Helper	PCO	work in speaker ready room, read Helper - Speaker Ready 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

There are two types of computer hardware. One for uploading and downloading presentation files. And the second one for video conversion and editing.

- All computer hardware and software must be the same for uploading and downloading in Speaker Ready Room and Session Rooms.
- More powerful computer hardware will be provided for video conversion and editing.

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