

# 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 <a href="#">Technician - Speaker Ready Room Operation Manual</a> for details
Helper	PCO	work in speaker ready room, read <a href="#">Helper - Speaker Ready Room Operation Manual</a> 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.

	<b>PC</b>	<b>Mac</b>
CPU	Intel i5 CPU or above	
Memory	8GB	4GB

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