# **Helper - Session Room Operation Manual**



The Speaker Ready Room System (SRRS) ONLY accept PowerPoint or Keynote presentation file. PDF file is NOT supported yet.

Duties:

- \* To Display Speaker Biography for Session Chair.
- \* To take attendance by the Congress Helper App.
- \* Report any problem to speaker ready room.

## Preparation

- In the morning, go to "Speaker Ready Room" to collect the required hardware
  - iPad for Session Chair
  - mobile phone for attendance taking
- Check your hardware and make sure it is working and charged
- Sign off the loan form
- At the end of each day, return the loan hardware to "Speaker Ready Room"
- Sign again on the loan form

# **Display Speaker Biography for Session Chair**

Inform the Session Chair that they could use the iPad to read the Speaker's biography. Show them how to do it before session begins.

- Open the "Congress" app on the iPad Mini.
- Tap the [Session] button in the home screen.
- A "Session List" will be shown, locate the current session by date, time and venue.
- Tap the current session to see the "Session View".
- Show the Session Chair on how to read the Speaker's biography.
  - $\circ\,$  Tap a Topic in the topic list will display the "Topic View".
  - $\circ\,$  Tap the Speaker's name in the "Topic View".
  - $\circ\,$  It will then display the Speaker's profile.
    - If that speaker has updated his/her biography, it will be displayed too.
  - $\,\circ\,$  Click the top-left [< Back] button twice to return to the "Session View".
  - $\circ\,$  Repeat the above steps for another topic.

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In short, you just go back and forth between "Session View"  $\leftrightarrow$  "Topic View"  $\leftrightarrow$  "Speaker' profile"

Session View	Topic View	Speaker Profile			
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Pediatric Anteriar Segment Disorders	Antarior Segment Developmental Anomalies	Children's Hospital of Pittsburgh of UPIAC			
Date	Code	Department			
2017-03-01	2017-62-01	(B) Pediatric Ophthalmelogy and Strabismus			
Time	Time	Position			
S 14:30 - 16:50 Verse	S 1942-1054 Verse	Chief, Division of Peclanic Ophthalmology, Strabianus, and Aclah Motility, Director, Peclanic Program Development, UPAC Sys Conter, Professor of Ophthalmology, University of Pittaburgh School of Modifier			
8 M	(B) XX	Presentation(s)			
Charton	Session	T Antarior Segment Developmental Anomalies			
几. Teo Fong Choong	Pediatric Anterior Segment Disorders	Biography			
<ol> <li>Kanwal War Nischal</li> </ol>	Speaker	Dr. Nischal is Chief of the Division of Puliatric Ophahnology and Strahismus at Children's Hospital			
	Kansal Ser NBCHAL	of Pittiburgh of UPMC, diructor of Praliatric Program Development at the UPMC Eye Center, and Professor of Ophialmology at the University of Pittoburgh School of Minlicine. Ken attended King's			
E.8	Nota	College Hespital Medical School of the University of London and completed Ophilaleurlogy residencies at both Binningham and Michards and the Oxford Eye Hospital in the United Kingdom.			
Topicoti T Puliatic Catanat Sugery: My 4 Most Important Tips		Ken completed his fellowship at The Biophil for Sick Children in Toronta. Prior to joining Children's in 2013, Ken was at Great Great Greated forer Hospital for Children Ken is one of the			
T Antarior Sugreent Developmental Anomalies Auroration MIDDAL	2	pinnases of Profastric Constal Transplants. Children from all over the world come to Children's, because of Neu's experise in helping children with Garcele Contrad Disasses. His focus is on evidence based protocol tale childred and with childred notcome resources us a source of childred			
T Managing Thyperons SPK in Children	5	research. His main arous of clinical research are Anterior Regreent Developmential Amenadies Allywing the Conson, Lean and Trabacolar Medivorit. Ho has published widely in Padiatria Caranact, Ginescons and Corens and also Craniforcial Amenados.			
T Average Glassoma: Padgrees and Treatment Tray 20173	> -	Control and Control and and Control And Andrews			
T Ny Four Tips for Successful Catanics Surgery in Patients Under 2 Years Old Systematics (2010)243	>				
T Managing BEC in Children: Medical and Surgical Aspects Datafield DV	>				
T Pand Discussion	3				
Collegary					
in instead					
Subspecialty					

- After the session is finished, collect back the iPad mini for next session.
- At the end of each day, return the iPad to "Speaker Ready Room".

#### **Take Attendance**

- You are required to use the Congress Helper app to take attendance for each session.
- Open the "Congress Helper" app on the Android phone.
- If you have a separate handheld scanner, pair the scanner to the mobile phone first. (Watch YouTube)
  - Tap the [Settings] button in the home screen. You will be asked to login with password.
    - Switch on the handheld scanner.

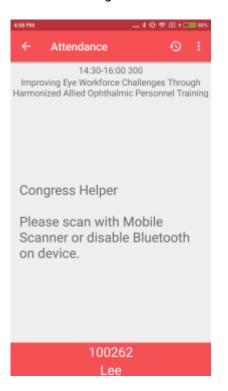
- Tap [Bluetooth] button, it will display a list of bluetooth devices.
- Find the correct one (either CS4070 or QC7556) and tap the button next to it.
- If pair successfully, you should hear a "beat" sound from the scanner and see it is connected on the mobile phone.
- $\circ\,$  Go back to the home screen by tapping the top-left [+-] button.
- Tap the [Attendance] button in the home screen.

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- Tap the top "Click to change settings" button and select the current session by date, time and venue.
- It will display the session time, venue and theme on the top. If it is incorrect, tap again to choose another session.

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- Scan the delegate badge's QR code.
  - If the delegate is allowed to enter the session room, it will display his/her last name and registration code after scan.



• If the delegate is NOT allowed to enter (one-day pass), it will display "UNAUTHORIZED" and that delegate "admission date". The admission date is also printed at the bottom of the delegate badge, please double check to make sure that is correct.

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Congress Helper				
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- After each session, repeat the above step to choose another session.
- At the end of each day, return the mobile phone to "Speaker Ready Room".

## **Report problem**

Examples:

- Video inside the PowerPoint could not be played properly.
- Remote clicker could not control the PowerPoint presentation.
- Computers in the session room could not connect to the server.
- PowerPoint presentation file could not be showed.

Ready Room immediately.

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In case there is any abnormal situation in session room, please report to the Speaker

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