# **Helper - Session Room Operation Manual**



The Speaker Ready Room System (SRRS) ONLY accept PowerPoint presentation file. Mac Kyenote 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.

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### 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" ↔ "Topic View" ↔ "Speaker' profile"

Session View	Topic View	Speaker Profile
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Pediatric Anterior Segment Disorders	Antarior Segment Developmental Anomalies	Children's Hespital of Pittsburgh of UPINC
Date	Onlo	Department
2017-03-01	E 2017-03-01	Bediatric Ophthalmelogy and Strabbenus
Time	Time	Position
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(B) 101	(B) 101	Presentation(s)
Charlos	Bession	T Antarior Segment Developmental Anomalies
🚊 Teo Fong Choong	Pediatric Anterior Segment Disorders	2 Biography
(), Kanwai Wari Nischai	lipeaker	Dr. Nischal is Chief of the Division of Pediatric Opthalmology and Strahimmer at Children's Hospital
Donaid Tiang Heree Tan	Kanual Ser MECHAL >> of Pittsburgh of UPMC, director of Pollutric Program Development at the U Protector of Collisionology at the University of Pittsburgh School of Medicin	
Es	Note	College Hospital Medical School of the University of London and completed Ophiladeodogy residencies at both Birmingham and Midlards and the Oxford Eye Hospital in the United Kingdom.
Topicos Top	2	Frontieries at twist interruption and Statistics and the Order Lye Hoppital the United Register, Kern completed his followed part The Hospital for Side Children in Terrents, Prior to joining Children 's in 2011, Kern was at Ceresi Oresand Storet Hospital for Children. Ken is one of the
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T Manufag Thypesons SPK in Children Theory Joint	5	remands. His min arous of clinical research are Antonic September Developmental Assembles Alloching the Connex, Laws and Trahescher Medwroch. Ho has published widely in Pediateli Canaset, Glinoma and Corner and also Cratafolical Assembles.
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T Managing IEEC in Children: Medical and Surgical Aspects Journet Div	5	
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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)
  - $\circ$  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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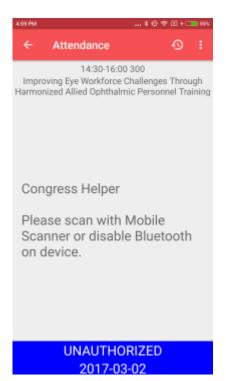
- Tap the top "Click to change settings" button and select the current session by date, time and venue.
- It will display the session time, venue and theme on the top. If it is incorrect, tap again to choose another session.

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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.

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• 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.



- 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**

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

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.

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