

# Session Room Operation Manual

Below please find the operation manuals of the Speaker Ready Room System (SRRS) in Session Room for two user roles:

- [Helper](#)
- [Technician](#)



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

## Helper

### Duties:

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

## Display Speaker Biography

- Open the “APAO Congress” app on the iPad Mini.
- Tap the [Session] button in the home screen.
- Locate the current session by date, time and venue.
- Open the current session.
- Perform the followings to the Session Chair.
  - Click each Topic in the list and then click the Speaker's name.
  - It will then display the Speaker's information. If that speaker has updated his/her biography, it will be displayed too.
  - Click the top-left [Back] button twice to return to the current session.
  - Repeat the above 3 steps for another topic.
- After the session is finished, collect back the iPad mini for next session.

## 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.
- 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.
  - Go back to the home screen by tapping the top-left [←] button.

- Tap the [Attendance] button in the home screen.
- 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.
- 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". The admission date, if any, should be 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.

## Training Video

- [https://www.youtube.com/watch?v=-SAsnzzyv8s&list=PLr\\_utZPSrK\\_0u1gr1AOvGAwjRb5wGlvGZ](https://www.youtube.com/watch?v=-SAsnzzyv8s&list=PLr_utZPSrK_0u1gr1AOvGAwjRb5wGlvGZ)

## Upload the Presentation File

Please note that every time the speaker upload a file to the same topic, the new file will replace the previous one.

- Plug in the speaker's USB drive or download the file from internet.
- Open the Google Chrome browser and open SRRS URL.
- Login the SRRS with speaker's last name (case insensitive) and registration code. You could find both on Speaker's badge.
- On top-right will display the speaker's name.
- After login, click the [Speaker Ready Room] button on top menu.
- On the right will display a presentation topic list of this speaker.
  - Find the specific topic and click the [Choose File] button and select the file from speaker's USB drive. There should be only ONE file for each topic. If the speaker has a separate video, ask the Technician to embed it inside the PowerPoint file before upload.
  - It will display the progress during uploading. After it is finished, click the [Review] button to review the presentation file.
  - Check the playback of the PowerPoint file is ok, especially the playback of video file, if any.
  - If need, repeat the above 3 steps to upload another presentation file.
- When it is done, click the top-right dropdown [Logout] button to logout.
- Unplug the speaker's USB drive, if need.

## Write "Note to operator"

If the speaker has special request to the session room, such as using his/her own computer for presentation. Instead of uploading the file, you should write a note to the operator.

- Login the SRRS with speaker's account as usual.
- Find the specific topic from the topic list.

- Click the [Note] button on top of the topic.
- Write the note in the popup window and then click [Save] button.
- The [Note] button should change to “Yellow” color.
- Logout the speaker's account.

## Technician

### Duties:

- \* To convert or edit video.
- \* To embed video inside the PowerPoint presentation file.
- \* To edit the PowerPoint presentation file.
- \* To convert Mac Keynote to PowerPoint presentation file.

## Convert or edit Video

All videos should be in MP4 H.264 encoding before embed in the PowerPoint file. Sometimes the speaker may need to cut the specific segment of the video. It is always better to embed a smaller video inside.

## Embed Video inside PowerPoint file

All videos should be “embed” rather than “link” in the PowerPoint file. There should be only ONE file to upload for each presentation topic.

## Edit the PowerPoint file

Sometimes the speaker may need help in editing the PowerPoint file, especially the animation effect.

## Convert Mac Keynote to PowerPoint file

Some speakers may use Mac Keynote instead of the PowerPoint to prepare their presentation. Please help to convert it to PowerPoint file. You must play back the converted PowerPoint file once, pay special attention to the animation effect and the playback of video, if any, after the conversion.

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