Session Room Operation Manual

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

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

- Helper
- Technician

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.

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.

Technician

```
Duties:
  * To download the presentation file from server.
  * To read any "Note to Operator", if any.
  * To setup countdown time for each presentation.
  * To open the online polling, if need.
```

Download Presentation file

- Open the Google Chrome browser and open the SRRS URL.
- Login with username and password (session/session).
- Wait for the display of the full Session list.
- Filter the session list by venue, date and time.
- Click the current session will display a list of presentation topics.
- If a file is uploaded for that topic, it will be displayed in "Blue" color.
- Click the topic will download the presentation file.

Note to Operator

- If there is any specific note about that presentation topic, a "Dialog" icon will be displayed next

to the topic name.
- Click the icon will popup the specific instruction.

Setup countdown timer

- On top of each topic, it will show the "duration" as either 10 minutes or 10+2 minutes.
- Setup the countdown timer of the total duration, i.e. 10 minutes or 12 minutes in the above case.
- Start the countdown timer whenever the Session Chair invites the Speaker to start the presentation.

Open the online polling

If polling is required (will be informed via the Note to Operator), you are required to login the online PollEverywhere system. You will also need to use both computers, the first one will be used to display the presentation while the second one will be used for online polling.