Technician - Session Room Operation Manual

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

Technician

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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.
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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.

Top menu	Session list	Filter by Venue and Date
Topic without file	Topic with 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.

Topic with Note	Note to operator

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.

☒	☒
Topic without Q&A	Topic with Q&A

Open the online polling

If polling is required (will be informed via the Note to Operator), you are required to open a specific Polling PowerPoint file. 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.

- Download and play the speaker presentation file on the first computer.
- Open the specific Polling PowerPoint file on the second computer.
- Make sure the second computer has already installed the PollEverywhere Presenter plugins. If not, download and install it at once.
- Login the PollEverywhere with account (username: , password:).
- Play the Polling PowerPoint file and be ready.

- When the speaker is required to do the polling, switch the video output to the second computer.
- The polling result is in real time.
- Switch back to the first computer when the speaker's polling is finished.