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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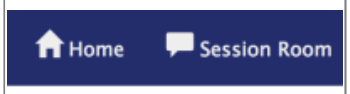
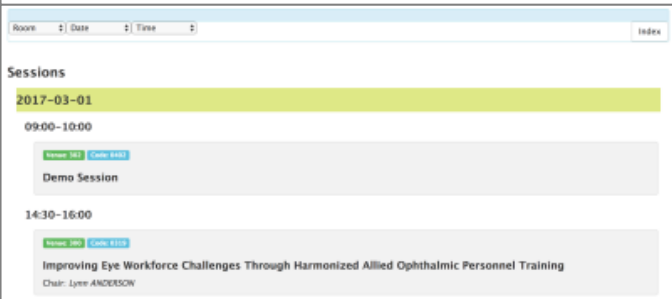
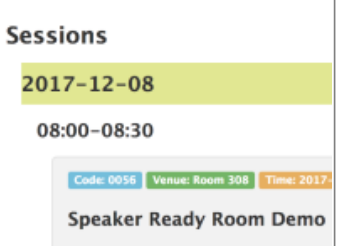
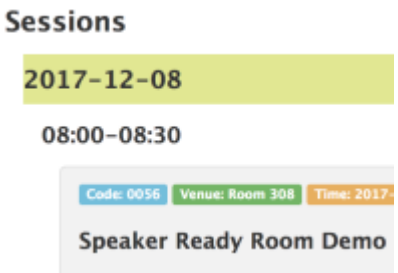
Download Presentation file

Pay special attention that speakers may update their presentation file on last minutes. So you must check the timestamp to make sure the one you have is the most updated.

- Open the Google Chrome browser and open the SRRS URL.
- Login with username and password (session/session).
- Click the top menu [Session Room] button, if need.
- Wait for the display of the full Session list.
- Filter the session list by venue and date.
    - choose your room name and today from the drop down

Top menu	Session list	Filter by Venue and Date
		

- Click the “code” label will “lock” to display that session only. e.g. [Code: 0056] in this example



- On the right-hand side of each topic is the upload file status
  - if it is not uploaded yet, it will be blank
  - if it is newly uploaded, it will display the timestamp in “RED” and with a “Star”
  - if you have already downloaded that file, it will display the timestamp in “BLUE”

Always pay attention to the uploaded file status.

- Click the “timestamp” will download the presentation file.
  - the color will change from RED to BLUE and the star will disappear.

Note to Operator

Sometimes, Speaker may have special instruction.

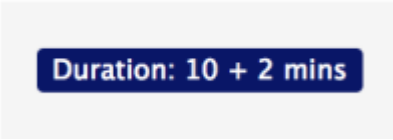
- If there is any specific note about that presentation topic, a “Dialog” icon will be displayed next to the topic name.
- Click the icon will popup the specific instruction.

Topic with Note icon

Click to view message

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.

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