

Technician - Session Room Operation Manual



All presentations should be using PowerPoint file.

Technician

Duties:

- * To download the presentation file with Event Presenter app.
- * To read any "Note to Operator", if any.
- * Operate the countdown timer (Event Speaker Timer app) for each presentation.
- * To open the online polling, if need.

Session Presentation



Event Presenter will auto sync any updated presentation files on server. But you should still check the file before each session starts to make sure they are in good conditions.

For detailed operation, follow the guideline at <https://eventpresenter.app.itcarer.com/>

Top menu **Session list** **Filter by Venue and Date**

Open Your Session

- After you have filter today's sessions in your room
- Click the [Open] button next to the session theme will display the Topic list.



- You could click [Reset] button to display all sessions again.

Download Presentation file

- On the topic list, the background color shows the uploaded file status
 - if it is not uploaded yet, it will be displayed in "GREY"
 - if it is newly uploaded, it will be displayed in "RED"
 - if you have already downloaded that file, it will be displayed in "BLUE"



Always pay attention to the uploaded file status.



- Click the “Topic” will download the presentation file.
 - the color will change from RED to BLUE.

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



It is important to start the countdown timer whenever the speaker starts his/her presentation.

- On top of each topic, it will show the “duration” as either xx minutes or xx+yy minutes.
 - The first “xx” is the duration of the presentation
 - The second “yy” (if any) is the duration of Q&A
- Setup the countdown timer of the total duration
 - if it shows 13 minutes, then set the timer at 13
 - if it shows 10 + 2 minutes, set the timer at 12
- 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.

Video Recording

We use the Blackmagic recorder to record the presentation and the audio signal from microphone.

Technician inside the session room should

- Get 3 new 256GB SD card from speaker ready room.
- Insert 2 SD cards inside the Blackmagic slot#1 & #2.
- Power on the Blackmagic and check if video and audio signal is good.
- Make sure the remaining time is normal (for Codec: ProRes PR, 2 x 256GB SD card should record ~300 minutes)
- Press the [Record] button before the start of the first session in the morning.
- During lunch break, stop the recording and check the remaining time.
 - If it is less than half of original time (e.g. 150 minutes), it means the slot#1 card is already full. Take it out and mark it on a paper with venue and sequence. e.g. 209 #1, means room 209, card #1.
 - Continue the sequence numbering since the first SD card. So on day 2, you might have card #4-6.
 - ALSO move out the slot#2 card and put it to slot#1. Blackmagic always start recording from slot#1 to slot#2 but will NEVER go back from slot#2 to slot#1.
 - Insert a new SD card to slot#2. Check the remaining time again.
- Press the [Record] button again before the start of the first session in the afternoon.
- Press the [Stop] button to stop it at the end of day.
- Take out all SD cards from the Blackmagic and then return ALL 3 SD cards to speaker ready room.



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