Helper - Speaker Ready Room Operation Manual

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

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Duties:
  * To help Speaker to upload the presentation file to the server.
  * To write "Note to session room operator", if need.
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Training Video

- 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.

Get the Presentation file

- Plug in the speaker's USB drive or download the file from internet.
- If the speaker needs to edit the file, let s/he edit it on the USB drive.
- Then, copy the presentation files (either PPT or PPTX) to the upload workstation's “Desktop”.
- **Unplug the USB drive** before you upload the file.

Always unplug the USB drive before you upload. If speaker has more than 1 presentation, copy all of them to the workstation before unplug the USB drive.

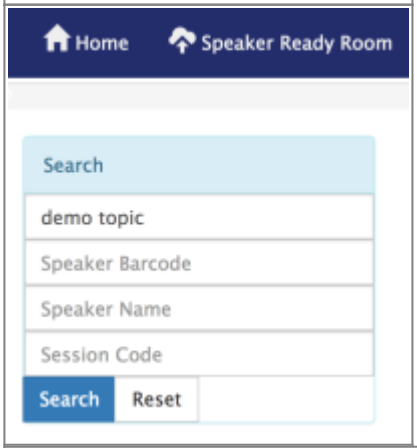
Login to the System

- Open the Google Chrome browser and open SRRS URL. Default is http://192.168.88.200/
- 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, check it.
- After login, click the [Speaker Ready Room] button on top menu.

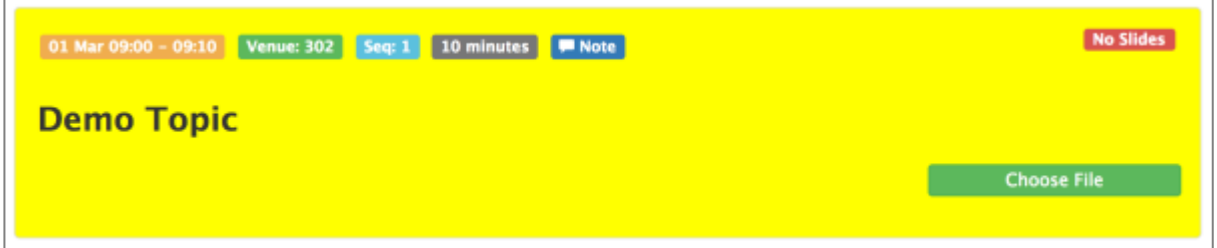
Upload Presentation File(s)

- On the right will display a presentation topic list of this speaker.
  - Ask Speaker to confirm the topic list is correct.
  - Find the specific topic and click the [Choose File] button and select the file from “Desktop”.
    - 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. A PowerPoint file with video must be saved in PPTX format.
  - 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 steps to upload another presentation file.
- When it is done, click the top-right dropdown [Logout] button to logout.

Top Menu



Topic not uploaded yet (yellow)



Topic has uploaded file

Write "Note to operator"

If the speaker has special request to the session room, such as using his/her own computer for

presentation. Besides uploading the presentation 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 as above.
- 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.

No Note (white}	With Note (yellow)

FAQ

File Format

- Only PowerPoint file and Keynote file
- NO PDF

Day 1 morning special arrangement

- On Day 1 morning, a lot of speakers will show up to upload their files
- We will reserve half of the computers for them to make sure they could upload the file before the session starts

Waiting area

- Please greet the speaker at the entrance
- If all computers are occupied, please lead them to the waiting area and sit in row

Could I use my own computer

- No. The organizer has guide line for the speaker to upload their files in the speaker ready room. They are not supposed to use their own computer in session room.
- If the speaker insists, you may ask him/her to go to the session room half day before to arrange it with the technician.

Could I change my presentation schedule

- Please arrange it with the organizer. You may introduce him/her to the oranizer.

Could I just upload a video

- No. Please embed it inside a PowerPoint or Keynote file.

I could not find any of my presentation after login

- Most likely s/he may have more than one registration. So the registration code associate with the presentation is NOT the one s/he got in the registration counter.
- Login with “speaker” account and search the presentation name or speaker name instead.

Checking Session overall upload status

Sometimes the chair person wants to check the upload status of his/her session. You could do it 2 ways.

- Inside “Speaker Ready Room”, search one of the speaker and then locate the session code
    - then search the “session code” to see all presentations.
- Inside “Session Room”, search by date and venue of the session

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