

# Helper - Speaker Ready Room Operation Manual



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

## Duties:

- \* To help Speaker to upload the presentation file to the server.
- \* To write "Note to operator", if need.

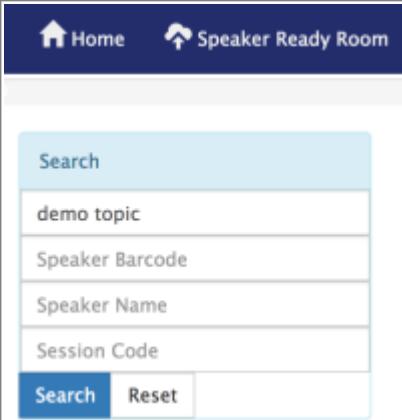
## Training Video

- [https://www.youtube.com/watch?v=-SAsnzzv8s&list=PLr\\_utZPSrK\\_0u1gr1AOvGAwjRb5wGlvGZ](https://www.youtube.com/watch?v=-SAsnzzv8s&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.

- 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 to the workstation.
- **Unplug the USB drive** before you upload the file. ←- this is very important
- Open the Google Chrome browser and open SRRS URL.
- 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.
- After login, click the [Speaker Ready Room] button on top menu.
- On the right will display a presentation topic list of this speaker.
  - Find the specific topic and click the [Choose File] button and select the file from speaker's USB drive. 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.
  - 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 3 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. Instead of uploading the 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.
- 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.

	
Empty Note (white)	With Note (yellow)

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Last update: 2017/03/03 13:27

