

# 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 session room operator", if need.

## Training Video

- [https://www.youtube.com/watch?v=-SAsnzzyv8s&list=PLr\\_utZPSrK\\_0u1gr1AOvGAwjRb5wGlvGZ](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

Home

Speaker Ready Room

Search

demo topic

Speaker Barcode

Speaker Name

Session Code

Search

Reset

### Topic not uploaded yet (yellow)

01 Mar 09:00 - 09:10

Venue: 302

Seq: 1

10 minutes

Note

No Slides

Demo Topic

Choose File

### Topic has uploaded file

01 Mar 09:00 - 09:10

Venue: 302

Seq: 1

10 minutes

Note

Last Upload: 26 Feb 16:12

Demo Topic

Review

Choose File



./public/userfile/ppt/302/2017-03-01/0402/1.20170226161212.pptx

## 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 organizer.

## 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

## Floor plan (for reference)

From:  
<https://wiki.questwork.com/dokuwiki/> - Questwork's Wiki

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[https://wiki.questwork.com/dokuwiki/doku.php?id=course:congress\\_setup:operations\\_manual:speaker\\_ready\\_room:helper&rev=1550630488](https://wiki.questwork.com/dokuwiki/doku.php?id=course:congress_setup:operations_manual:speaker_ready_room:helper&rev=1550630488)

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