## Helper - Speaker Ready Room Operation Manual



The Speaker Ready Room System (SRRS) ONLY accept PowerPoint presentation file. Mac Kyenote 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

## **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.



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

| Last<br>update:<br>2019/04/09 course:congr<br>11:43 | ess_setup:operations_manua | al:speaker_ready_room:help | oer https://wiki.questwork.o | com/dokuwiki/doku.php? | id=course:congress_setup:operations_manual:speaker_ready_room:helper&rev=   | =1554781410 |
|---|----------------------------|----------------------------|------------------------------|------------------------|---|-------------|
|   |                            |                            |                              |                        | <ul> <li>PPTX) to the upload workstation's "Desktop".</li> <li>Unplug the USB drive before you upload the file.</li> <li>Always unplug the USB drive before you upload. If speaker has more than 1 presentati on, copy all of them to the workstati on before unplug the USB drive.</li> <li>==== Login to the System ====</li> <li>Open the Google Chrome browser and open SRRS URL. Default is http://192.168.88.2 00/</li> <li>Login the SRRS with speaker's last name (case insensitive) and registration code. You could find both on Speaker's name,</li> </ul> |             |



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|  |  | A<br>PowerP<br>oint file<br>with<br>video<br>must<br>be<br>saved<br>in PPTX<br>format.<br>• It will display<br>the %<br>progress<br>during<br>uploading.<br>• After it is<br>finished, click<br>the [Review]<br>button to<br>review the<br>presentation<br>file.<br>• Check the<br>playback of<br>the<br>PowerPoint<br>file is ok,<br>especially<br>the playback<br>of video file,<br>if any.<br>• If need,<br>repeat the<br>above steps<br>to upload<br>another<br>presentation<br>file. |  |  |
|--|--|---|--|--|
|  |  | <ul> <li>If need,<br/>repeat the<br/>above steps<br/>to upload<br/>another<br/>presentation<br/>file.</li> <li>When it is done,<br/>click the top-right<br/>dropdown [Logout]<br/>button to logout.</li> </ul>  |  |  |



Last update: 2019/04/09 course:congress\_setup:operations\_manual:speaker\_ready\_room:helper https://wiki.questwork.com/dokuwiki/doku.php?id=course:congress\_setup:operations\_manual:speaker\_ready\_room:helper&rev=1554781410 11:43 Logout the speaker's account. With Note (yellow) No Note (white} **Note** Note ===== 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 •  $( \cdot )$  $( \mathbf{!}$ 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



