

# 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.

				<div><div>Top Menu</div><div><div>Home</div><div>Speaker Ready Room</div></div><div><div>Search</div><div>demo topic</div><div>Speaker Barcode</div><div>Speaker Name</div><div>Session Code</div><div>Search</div><div>Reset</div></div><div>Topic not uploaded yet (yellow)</div><div><div>12 Nov 2025 10:12</div><div>Speaker File</div><div>Topic</div><div>12 Nov 2025</div><div>Note</div><div>No Note</div><div>Demo Topic</div><div>Choose File</div></div><div>Topic has uploaded file</div><div><div>12 Nov 2025 10:12</div><div>Speaker File</div><div>Topic</div><div>12 Nov 2025</div><div>Note</div><div>12 Nov 2025 10:12</div><div>Demo Topic</div><div>Choose File</div><div>public/userFiles/101/2025-11-12/1012025101212.pdf</div></div></div>
				<div><p>===== Write “Note to operator” =====</p><p>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.</p><ul style="list-style-type: none"><li>• Login the SRRS with speaker's account as usual.</li><li>• Find the specific topic from the topic list as above.</li><li>• Click the [Note] button on top of the topic.<ul style="list-style-type: none"><li>◦ Write the note in the popup window and then click [Save] button.</li></ul></li><li>• The [Note] button should change to “Yellow” color.</li></ul></div>

- 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



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