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.

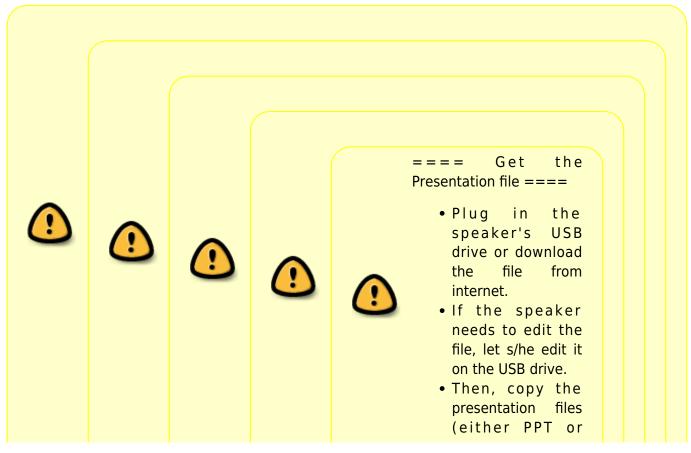
Training Video

https://www.youtube.com/watch?v=-SAsnzzyv8s&list=PLr_utZPSrK_0u1gr1AOvGAwjRb5wGlvGZ

Upload the Presentation File



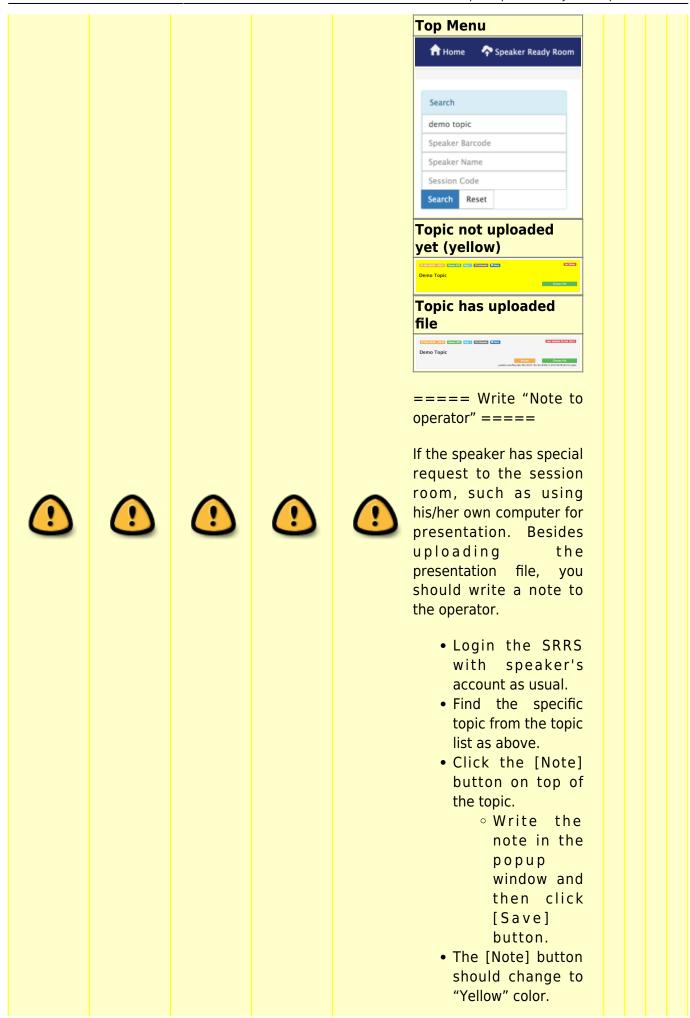
Please note that every time the speaker upload a file to the same topic, the new file will replace the previous one.



		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 presentati on, copy all of them to the workstati on before unplug the USB drive. ==== Login to the	
		 === Login to the System ==== Open the Google Chrome browser and open SRRS URL. Default is http://192.168.88.2 00/ 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	
	[Choose File] button and	

		A PowerP oint 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.	
		dropdown [Logout]	



11:43						
					• Logout the	
					speaker's account.	
					No Note (white) With Note (yellow)	
					Note Note	
					P Note	
					==== FAQ =====	
					==== File Format	
					====	
					 Only PowerPoint 	
					file and Keynote	
					file	
					• NO PDF	
					==== Day 1 morning	
					special arrangement	
					====	
					On Day 1	
					On Day 1 morning, Let of speakers	
					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	
					====	
					• Planca great the	
					 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

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

==== Could I change my presentation schedule ====

technician.

with

before to arrange it

 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











