Speaker Ready Room Operation Manual

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

Below please find the operation manuals of the Speaker Ready Room System (SRRS) for two user roles:

- Helper
- Technician

Helper

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

- Plug in the speaker's USB drive or download the file from internet.
- 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.
- Unplug the speaker's USB drive, if need.

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.

Technician

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Duties:
  * To convert or edit video.
  * To embed video inside the PowerPoint presentation file.
  * To edit the PowerPoint presentation file.
  * To convert Mac Keynote to PowerPoint presentation file.
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Convert or edit Video

All videos should be in MP4 H.264 encoding before embed in the PowerPoint file. Sometimes the speaker may need to cut the specific segment of the video. It is always better to embed a smaller video inside.

Embed Video inside PowerPoint file

All videos should be "embed" rather than "link" in the PowerPoint file. There should be only ONE file to upload for each presentation topic.

Edit the PowerPoint file

Sometimes the speaker may need help in editing the PowerPoint file, especially the animation effect.

Convert Mac Keynote to PowerPoint file

Some speakers may use Mac Keynote instead of the PowerPoint to prepare their presentation. Please help to convert it to PowerPoint file. You must play back the converted PowerPoint file once, pay special attention to the animation effect and the playback of video, if any, after the conversion.