

# Technician - 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 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.

## 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.

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