Speaker Ready Room Setup

Please setup the Speaker Ready Room as follows. It will divide into 5 areas: Waiting, Preparation, Upload, Technical and Server.

Logistics Items

Item	Qty	Remarks
Server	1	Questwork
NAS Storage	1	Questwork
USB Drive	15	same as number of session room
Various video adapters		DP>HDMI, DP>VGA, USB-C>HDMI, USB-C>VGA, etc
Notebook (Uploading)		Local IT, about 1.5-2 times the number of session room
Notebook (Technical)		Local IT, 2-4
Computer (Video Conversion)		Local IT, 2
Gigabit Ethernet Switch		Local IT
Cat5E Network Cable		Local IT
Power socket		Local IT

Network

- Local IT vendor will setup a Gigabit intranet connecting the Speaker Ready Room.
- 3 Cat5E cables will be provided to Questwork for connection of server and NAS.
- All computers in Speaker Ready Room will get auto IP address from DHCP server in Speaker Ready Room.

Waiting area

Waiting area must be near the entrance. One helper is required to address the incoming speaker.

Preparation area

Preparation area is for speakers to do their own work. No helper is required.

Please provide internet and electric socket for speakers to use.

Upload area

For the upload workstation, please make sure each of them have installed the following software.

Software	Remarks
Windows 7 Professional (English) or Mac OS X 10.13 or above	
PowerPoint 2013/2016 and/or Mac Keynote	
latest Google Chrome browser	
Adobe Acrobat Reader	
Any software to play WMV, MOV and MP4 videos	
Any antivirus software	
session.exe	Download here. Unzip it and copy to c:\session\session.exe
Poll Everywhere for PowerPoint (optional)	https://www.polleverywhere.com/app/powerpoint/win

Disable the Trackpad

- Disable the Trackpad
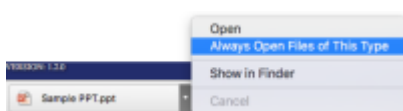
Google Chrome Browser Settings

Change Google Chrome browser settings:

- Open Chrome Settings
    - On Startup
        - select "Open a specific page or set of pages."
        - click "Set pages" link
            - set the Startup pages to http://192.168.99.10
    - Default browser
        - click button [Make Google Chrome the default browser]

Google Chrome Download

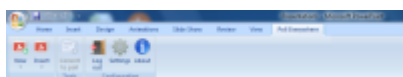- Change the default behaviour to "Always open" PowerPoint files

Session.exe

- If installed correctly, double click a Powerpoint file on the local harddisk will open it in slideshow mode automatically.

PollEverywhere Presenter plugin (not for speaker ready room)

- After installing the PollEverywhere Presenter plugin, it should have an additional button on top of the PowerPoint.
- If not, that means the installation is failed, please try to reinstall.

Technical area

⚠️ Please install the same software and setup as the "Upload Workstation" above.

Additional Software

Software	Remarks
Video Conversion software	recommended by local IT

Server area

✋ Server area is restricted to Questwork's personnel.

Questwork will setup the server and start the Speaker Ready Room System (SRRS). It will then visible by opening a browser to the server IP.

URL	http://192.168.99.10 (subject to change each time depends on network settings)

- Connect the server to the intranet (Cat5E x 1)
- Connect the NAS to the intranet (Cat5E x 2)
- Connect the server and NAS via USB QuickAccess
- Start both server and NAS
- Check to make sure the NAS "Web" folder is mounted
- Check to make sure the DHCP server on the NAS is enabled
- Check the SRRS to make sure the "ppt" folder is linked to the NAS
- Start the SRRS with admin login to start listening on 192.168.99.10 port 80
- Open the browser to test login to SRRS

Acceptance Test

We will test the equipment in the Speaker Ready Room as follows:

Test	Result
All computer could get IP from DHCP server	
All computer could go online	
All computer could open http://192.168.99.10 by Chrome	
All computer could download and run the sample Powerpoint automatically	
All computer could play the video inside the sample Powerpoint properly	
All computer could upload the sample PowerPoint to SRRS	

Floor plan (for reference)

From: