

Congress Setup

This document outlines the needs of the IT issues related to the Registration System and Speaker Ready Room System.

Who Should Read This

Company	Remarks
PCO	overall arrangement, liaise with other parties
Venue	venue & network setup
Local IT	network & computer setup, technical support

New Event Setup

- [New Event Setup](#)

Venue Preparation

- [Congress Preparation](#)
- [Venue Preparation](#)

Onsite Setup

- [Congress Server Setup](#) (restricted access)
- [Registration Hall](#)
- [Speaker Ready Room](#)
- [Session Room](#)

Operation Manuals 日常操作

- [Operation Manuals](#)
- [Trainings](#)

After Congress

- [After Congress](#) (restricted access)

Software

- [Software](#)

Hardware

- [Congress Hardware](#)
- [Hardware Inventory](#) (restricted access)

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