

Registration Hall Preparation

Overview

The registration hall will be connect to [VLAN A](#) provided by the venue. A private wi-fi will be setup for the use of congress helper app.

Involved Parties

Company	Remarks
Venue	provide network infrastructure, VLAN, onsite maintenance & troubleshooting
PCO	provide booth/ registration counter setup, power supply, queue management
Local IT	provide switch & cabling
Questwork	setup Wi-Fi for registration hall

Logistics

Item	Responsible	Remarks
VLAN	Venue	VLAN A
Gigabit Ethernet Switch	either venue or Local IT	
Cat5E cabling	Local IT	
Helper	PCO	work in registration hall, read Registration Operation Manual for details
Wi-Fi AP	Questwork	
Registration counter equipment	Questwork	congress app, scanner, badge printer

Switch & Cabling

- All network switch and cabling must be Gigabit ethernet.
- The network switch will be connected to VLAN A.

Public & Private Wi-Fi

- A private Wi-Fi will be setup and connected to the network switch.
- A public Wi-Fi could be provided to participants for general internet access by the venue.

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