# **Speaker Ready Room Preparation**

#### **Overview**

The speaker ready room will be connect to VLAN B provided by the venue.

#### **Involved Parties**

Company	Remarks
Venue	provides network infrastructure, VLAN, onsite maintenance & troubleshooting
PCO	provides helpers to work in Speaker Ready Room
Local IT	provides switch & cabling, computers
Questwork	provides Speaker Ready Room System

## **Logistics**

Item	Responsible	Remarks
VLAN	Venue	VLAN B
Gigabit Ethernet Switch	either venue or Local IT	
Cat5E cabling	Local IT	
Technician	Local IT	work in speaker ready room, read Technician - Speaker Ready Room Operation Manual for details
Helper	PCO	work in speaker ready room, read Helper - Speaker Ready Room Operation Manual for details
Speaker Ready Room System	Questwork	
USB drive	Questwork	backup plan in case network is down
Video adapters	Questwork	for speakers using own laptop

### **Switch & Cabling**

- All network switch and cabling must be Gigabit ethernet.
- The network switch will be connected to VLAN B.
- All computers must be connected to the switch via wired cabling.
- Provides 3 additional cables for Speaker Ready Room server and NAS on top of the total number of computers in Speaker Ready Room.

### **Computer**

There are two types of computer hardware. One for uploading and downloading presentation files. And the second one for video conversion and editing.

- All computer hardware and software must be the same for uploading and downloading in Speaker Ready Room and Session Rooms.
- More powerful computer hardware will be provided for video conversion and editing.

	PC	Mac
CPU	Intel i5 CPU or above	
Memory	8GB	4GB

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