

# 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 <a href="#">Technician - Speaker Ready Room Operation Manual</a> for details |
| Helper                    | PCO                      | work in speaker ready room, read <a href="#">Helper - Speaker Ready Room Operation Manual</a> 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.

|        | <b>PC</b>             | <b>Mac</b> |
|--------|-----------------------|------------|
| CPU    | Intel i5 CPU or above |            |
| Memory | 8GB                   | 4GB        |

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