

Presenter(s): David Winner

Talk ID:
2684

Talk Title: Accounting Issues as a small business owner

5 min pre: 8:25 pm **Talk Start:** 8:30 pm **Length:** 00:55:00 **End -5m:** 9:20 pm **End:** 9:25 pm

- [] Have a water bottle for ready for the presenter
- [] Ensure presenter has microphone and completed sound check (if not, poke AV team)
- [] Check that HDMI is plugged into the presenter's laptop
- [] Ensure presenter's display appears on the projector and confidence monitors
- [] Ask the presenter "Will there be laptop sound?" If so, ask AV to plug in and test sound
- [] Ask the presenter how they would like to be introduced and how to pronounce their name
- [] Ask the presenter if they would like time warnings, and if so, when they would like them

- [] When the presenter is ready, un-mute the microphone
- [] Make any special announcements (eg. Audience defrag, events later in the day)
- [] Hit the Big Red Button. (On = recording starts)
- [] Introduce the presenter(s) and the talk