

**Presenter(s):** Frank Hammer

Talk ID:  
2686

**Talk Title:** Genetics and Epigenetics Part 2 of 3

**5 min pre:** 10:10 pm **Talk Start:** 10:15 pm **Length:** 00:20:00 **End -5m:** 10:30 pm **End:** 10:35 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