

**Presenter(s):** Chris Cook

Talk ID:  
2789

**Talk Title:** Health Insurance and Obamacare Q&A

**5 min pre:** 5:55 pm    **Talk Start:** 6:00 pm    **Length:** 00:45:00    **End -5m:** 6:40 pm    **End:** 6:45 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