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**Presenter(s):** Lisha SterlingTalk ID:  
2797**Talk Title:** Cybersecurity for Everyone**5 min pre:** 7:20 pm    **Talk Start:** 7:25 pm    **Length:** 02:10:00    **End -5m:** 9:30 pm    **End:** 9:35 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
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- [ ] 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

**Presenter(s):** Ste Kulov

Talk ID:  
8270

**Talk Title:** Basic Electronics – DC Circuits Class

**5 min pre:** 1:55 pm    **Talk Start:** 2:00 pm    **Length:** 5:00:00    **End -5m:** 6:55 pm    **End:** 7:00 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
  
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