

Presenter(s): A. Catherine Noon

Talk ID:
8261

Talk Title: Creative Business Planning Work Session

5 min pre: 4:55 pm **Talk Start:** 5:00 pm **Length:** 3:0:0 **End -5m:** 7:55 pm **End:** 8:00 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

-] 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