

Presenter(s):Talk ID:
879**Talk Title:** welcome**5 min pre:** 7:05 pm **Talk Start:** 7:10 pm **Length:** 00:05:00 **End -5m:** 7:10 pm **End:** 7:15 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

Presenter(s): Brian Ray, Frank, Matt Bone, kumar.mcmillan@gmail.com, Colin Jones (@trptcolin), rentzsch, Phil Ro**Talk Title:** Ultimate language shootout III**5 min pre:** 7:10 pm **Talk Start:** 7:15 pm **Length:** 02:45:00 **End -5m:** 9:55 pm **End:** 10:00 pm

- [] Have a water bottle for ready for the presenter
- [] Ensure presenter has microphone and completed sound check (if not, poke AV team)
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