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 Ko

Talk ID: 880

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)
[ ] Check that HDMI is plugged into the presenter's laptop
[ ] Ensure presenter's display appears on the projector and confidence monitors
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[ ] Hit the Big Red Button. (On = recording starts)
[ ] Introduce the presenter(s) and the talk