Nov 09 Mon Room: Pumping Station: One page 1 of 2

Presenter(s): Ed Bennett Talk ID: Talk Title: Node-Red **5 min pre:** 6:25 pm **Length:** 00:45:00 **End -5m:** 7:10 pm **End:** 7:15 pm Talk Start: 6:30 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 (eq. Audience defrag, events later in the day) [] Hit the Big Red Button. (On = recording starts) [] Introduce the presenter(s) and the talk Presenter(s): Ed Bennett Talk ID: Talk Title: Dojo Toolkit **5 min pre:** 6:55 pm Talk Start: 7:00 pm **Length:** 00:45:00 **End -5m:** 7:40 pm **End:** 7:45 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

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Talk ID: Presenter(s): Ed Bennett Talk Title: Rgraph **End -5m:** 8:58 pm **End:** 9:03 pm **5 min pre:** 7:31 pm Talk Start: 7:36 pm **Length:** 1:27:00 [] 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 (eq. Audience defrag, events later in the day) [] Hit the Big Red Button. (On = recording starts)

[] Introduce the presenter(s) and the talk