

**Presenter(s):** Matt Meshulam

Talk ID:  
11022

**Talk Title:** Shopbot Auth Part 1 - CNC Routing Basics

**5 min pre:** 11:09 am **Talk Start:** 11:14 am **Length:** 01:40:00 **End -5m:** 12:49 pm **End:** 12:54 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