Presenter(s): Ed Bennett

     Talk Title: This is NERP

Talk ID:
11499

5 min pre: 6:55 pm   **Talk Start:** 7:00 pm   **Length:** 00:5:00   **End -5m:** 7:00 pm   **End:** 7:05 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): Ed Bennett

     Talk Title: Ed shows some things

Talk ID:
11497

5 min pre: 7:15 pm   **Talk Start:** 7:20 pm   **Length:** 00:45:00   **End -5m:** 8:00 pm   **End:** 8:05 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): Ed Bennett

    Talk Title: Ed shows some more things

5 min pre: 7:45 pm   **Talk Start:** 7:50 pm   **Length:** 00:45:00   **End -5m:** 8:30 pm   **End:** 8:35 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