Nov 07 Mon Room: Electronics Lab page 1 of 2

Presenter(s): Ed Bennett				Talk IE 1149
Talk Title: This is	NERP			
5 min pre: 6:55 pm [] Have a water bott [] Ensure presenter [] Check that HDMI [] Ensure presenter [] Ask the presenter [] Ask the presenter [] Ask the presenter [] When the presenter [] Make any special [] Hit the Big Red B		completed sound chesenter's laptop the projector and cosound?" If so, ask As be introduced and ewarnings, and if so he microphone Audience defrag, ev	neck (if not, poke AV enfidence monitors AV to plug in and test how to pronounce the o, when they would like	team) sound neir name ke them
Presenter(s): Ed Ber	nnett			Talk IE 1149
Talk Title: Ed sho	ws some things			1149
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				
[] Make any special [] Hit the Big Red B	ter is ready, un-mute t announcements (eg. utton. (On = recording senter(s) and the talk	Audience defrag, ev	vents later in the day)	!

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Talk ID: 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 (eq. Audience defrag, events later in the day) [] Hit the Big Red Button. (On = recording starts) [] Introduce the presenter(s) and the talk