
Presenter(s): < None >

Talk ID:
1170
39

Talk Title: Mid-morning Break

5 min pre: 10:40 am **Talk Start:** 10:45 am **Length:** 20:00 **End -5m:** 11:00 am **End:** 11:05 am

- 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): < None >

Talk ID:
1177
40

Talk Title: Lunch

5 min pre: 12:10 pm **Talk Start:** 12:15 pm **Length:** 75:00 **End -5m:** 1:25 pm **End:** 1:30 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
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- 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): < None >

Talk ID:

1183

42

Talk Title: Mid-afternoon Break

5 min pre: 3:00 pm **Talk Start:** 3:05 pm **Length:** 20:00 **End -5m:** 3:20 pm **End:** 3:25 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): < None >

Talk ID:
1205
57

Talk Title: Poster Session

5 min pre: 10:40 am **Talk Start:** 10:45 am **Length:** 60:00 **End -5m:** 11:40 am **End:** 11:45 am

- 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): < None >

Talk ID:
1210
58

Talk Title: Lunch

5 min pre: 12:25 pm **Talk Start:** 12:30 pm **Length:** 75:00 **End -5m:** 1:40 pm **End:** 1:45 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

Presenter(s): < None >

Talk ID:
1216
60

Talk Title: Mid-afternoon Break

5 min pre: 3:00 pm **Talk Start:** 3:05 pm **Length:** 15:00 **End -5m:** 3:15 pm **End:** 3:20 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