

Presenter(s): Andrew Johnson

Talk ID:
15022

Talk Title: Reg IM Overview

5 min pre: 4:06 pm **Talk Start:** 4:11 pm **Length:** 00:38:52 **End -5m:** 4:45 pm **End:** 4:50 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): Andrew Johnson

Talk ID:
15021

Talk Title: Prime Brokerage Overview

5 min pre: 4:53 pm **Talk Start:** 4:58 pm **Length:** 00:24:22 **End -5m:** 5:17 pm **End:** 5:22 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
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Presenter(s): Andrew Johnson

Talk ID:
15020

Talk Title: Prime Brokerage Structures

5 min pre: 5:18 pm **Talk Start:** 5:23 pm **Length:** 00:30:21 **End -5m:** 5:49 pm **End:** 5:54 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)
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- [] Introduce the presenter(s) and the talk

Presenter(s): Andrew Johnson

Talk ID:
15023

Talk Title: Executing Broker Overview

5 min pre: 5:50 pm **Talk Start:** 5:55 pm **Length:** 00:16:54 **End -5m:** 6:07 pm **End:** 6:12 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