

**Presenter(s):**Talk ID:  
15063  
27**Talk Title:** Opening Remarks**5 min pre:** 9:55 am **Talk Start:** 10:00 am **Length:** 0:15:0 **End -5m:** 10:10 am **End:** 10:15 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):** Jacob Kaplan-MossTalk ID:  
15065  
1**Talk Title:** To \*\*\*\* With Passwords!**5 min pre:** 10:10 am **Talk Start:** 10:15 am **Length:** 0:45:0 **End -5m:** 10:55 am **End:** 11:00 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):** Laura Hampton

Talk ID:  
15045

**Talk Title:** A Gradual Introduction to Types

2

**5 min pre:** 11:00 am **Talk Start:** 11:05 am **Length:** 0:30:0 **End -5m:** 11:30 am **End:** 11:35 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):** Jay Miller

Talk ID:  
15047

**Talk Title:** How I turned a podcast into a business with Python (and some Other Tools we won't talk about)

3

**5 min pre:** 11:30 am **Talk Start:** 11:35 am **Length:** 0:30:0 **End -5m:** 12:00 pm **End:** 12:05 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):** Chris Wilcox

Talk ID:  
15048  
5

**Talk Title:** The blameless post mortem: how embracing failure makes us better

**5 min pre:** 1:25 pm    **Talk Start:** 1:30 pm    **Length:** 0:30:0    **End -5m:** 1:55 pm    **End:** 2:00 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):** Steve Dower

Talk ID:  
15050  
6

**Talk Title:** The Secret Life Of Python

**5 min pre:** 1:55 pm    **Talk Start:** 2:00 pm    **Length:** 0:30:0    **End -5m:** 2:25 pm    **End:** 2:30 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
- [ ] 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):** James BennettTalk ID:  
15053

7

**Talk Title:** See CPython run: Getting to know your Python interpreter**5 min pre:** 2:25 pm    **Talk Start:** 2:30 pm    **Length:** 0:30:0    **End -5m:** 2:55 pm    **End:** 3:00 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):** Paloma FautleyTalk ID:  
15054

8

**Talk Title:** How To Build a Terrible Robot**5 min pre:** 2:55 pm    **Talk Start:** 3:00 pm    **Length:** 0:30:0    **End -5m:** 3:25 pm    **End:** 3:30 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
  - [ ] 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):** Paris Buttfeld-Addison

Talk ID:  
15056  
10

**Talk Title:** Let's build a video game, train a bot to play it, and deploy it on a smartphone in 30 minutes

**5 min pre:** 3:55 pm    **Talk Start:** 4:00 pm    **Length:** 0:30:05    **End -5m:** 4:25 pm    **End:** 4:30 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
- [ ] 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):** Ludovico Bianchi

Talk ID:  
15059  
11

**Talk Title:** Make your code come alive: using interactive Jupyter notebooks outside of the sciences

**5 min pre:** 4:25 pm    **Talk Start:** 4:30 pm    **Length:** 0:30:0    **End -5m:** 4:55 pm    **End:** 5:00 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):** Sharon Tartarone, Michael Laing

Talk ID:  
15060  
12

**Talk Title:** The New York Times: Sustainable Systems, Powered by Python

**5 min pre:** 4:55 pm    **Talk Start:** 5:00 pm    **Length:** 0:30:0    **End -5m:** 5:25 pm    **End:** 5:30 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
- [ ] 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):** Guido van Rossum

Talk ID:  
15068  
13

**Talk Title:** Writing a PEG parser for fun and profit

**5 min pre:** 5:25 pm    **Talk Start:** 5:30 pm    **Length:** 0:30:0    **End -5m:** 5:55 pm    **End:** 6:00 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):**Talk ID:  
15062  
28**Talk Title:** Opening Remarks Day 2**5 min pre:** 9:55 am **Talk Start:** 10:00 am **Length:** 0:5:0 **End -5m:** 10:00 am **End:** 10:05 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):** Shadeed Wallace-StepterTalk ID:  
15064  
14**Talk Title:** From Prison to Python**5 min pre:** 10:00 am **Talk Start:** 10:05 am **Length:** 0:45:0 **End -5m:** 10:45 am **End:** 10:50 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):** Jessica McKellar

Talk ID:  
15066

**Talk Title:** Mass Decarceration: If We Don't Hire People With Felony Convictions, Who Will?

15

**5 min pre:** 10:45 am **Talk Start:** 10:50 am **Length:** 0:45:0 **End -5m:** 11:30 am **End:** 11:35 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):** Catherine Moroney

Talk ID:  
15046

**Talk Title:** Script Layering for large-scale number crunching in Python

16

**5 min pre:** 11:20 am **Talk Start:** 11:25 am **Length:** 0:18:0 **End -5m:** 11:38 am **End:** 11:43 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):** Julia Duimovich

Talk ID:  
15049  
18

**Talk Title:** PhD not required: a layperson's guide to reading journal articles

**5 min pre:** 1:25 pm    **Talk Start:** 1:30 pm    **Length:** 0:30:0    **End -5m:** 1:55 pm    **End:** 2:00 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):** John Reese

Talk ID:  
15051  
19

**Talk Title:** What is a Coroutine Anyway?

**5 min pre:** 1:55 pm    **Talk Start:** 2:00 pm    **Length:** 0:30:0    **End -5m:** 2:25 pm    **End:** 2:30 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
- [ ] 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):** Keith Packard

Talk ID:  
15052  
20

**Talk Title:** Snek: A Python-Inspired Language for Tiny Embedded Computers

**5 min pre:** 2:25 pm    **Talk Start:** 2:30 pm    **Length:** 0:30:0    **End -5m:** 2:55 pm    **End:** 3:00 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):** Andrea Kao

Talk ID:  
15055  
21

**Talk Title:** Keep Calm and Mind the Docs

**5 min pre:** 2:55 pm    **Talk Start:** 3:00 pm    **Length:** 0:30:0    **End -5m:** 3:25 pm    **End:** 3:30 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
- [ ] 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):** Jonas Neubert

Talk ID:  
15057  
23

**Talk Title:** What is a PLC and how do I talk Python to it?

**5 min pre:** 3:55 pm    **Talk Start:** 4:00 pm    **Length:** 0:30:0    **End -5m:** 4:25 pm    **End:** 4:30 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
  - [ ] 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):** Cris Ewing

Talk ID:  
15058  
24

**Talk Title:** A-hunting We Will Go: Debugging pytest with Django

**5 min pre:** 4:25 pm    **Talk Start:** 4:30 pm    **Length:** 0:30:0    **End -5m:** 4:55 pm    **End:** 5:00 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):** Froilán Irizarry RiveraTalk ID:  
15061  
25**Talk Title:** Python, Government, and Contracts: providing a tool to investigate corruption**5 min pre:** 4:55 pm    **Talk Start:** 5:00 pm    **Length:** 0:30:0    **End -5m:** 5:25 pm    **End:** 5:30 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
  - [ ] 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):**Talk ID:  
15067  
26**Talk Title:** Conference Close**5 min pre:** 5:25 pm    **Talk Start:** 5:30 pm    **Length:** 0:30:0    **End -5m:** 5:55 pm    **End:** 6:00 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