Presenter(s): Eve Qiao,Ray Berg

 Talk Title: Learning Sprint - An Experiment

5 min pre: 6:55 pm **Talk Start:** 7:00 pm **Length:** 00:30:00 **End -5m:** 7:25 pm **End:** 7:30 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): Andrew Wingate

 Talk Title: MicroPython GPIO Electronics Edition

5 min pre: 7:35 pm **Talk Start:** 7:40 pm **Length:** 00:20:00 **End -5m:** 7:55 pm **End:** 8:00 pm

[ ] Have a water bottle for ready for the presenter
[ ] Ensure presenter has microphone and completed sound check (if not, poke AV team)
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Presenter(s): Phil Robare

   Talk Title: Ellipses and Arcane Syntax

5 min pre: 8:05 pm   **Talk Start:** 8:10 pm   **Length:** 00:30:00   **End -5m:** 8:35 pm   **End:** 8:40 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
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