Presenter(s): Colin \	•			Talk ID: 15342
Talk Title: Writing	g Ansible modules: do the h	narder stuff in Python		753
5 min pre: 6:25 pm	Talk Start: 6:30 pm	Length: 00:30:00	End -5m: 6:55 pm	End: 7:00 pm
[] Have a water bot	tle for ready for the pre	esenter		
 Check that HDMI Ensure presenter Ask the presenter Ask the presente 	r has microphone and of is plugged into the pre- r's display appears on to r "Will there be laptop s r how they would like to r if they would like time	esenter's laptop the projector and co sound?" If so, ask A o be introduced and	nfidence monitors V to plug in and test how to pronounce th	t sound neir name
[] When the presen	ter is ready, un-mute th	he 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)	: Jinge	Li
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Talk ID: 15343 748

Talk Title: PyPDFForm - A Python PDF Form Library

5 min pre: 8:05 pm **Talk Start:** 8:10 pm **Length:** 00:44:00 **End -5m:** 8:49 pm **End:** 8:54 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)
- [] Hit the Big Red Button. (On = recording starts)
- [] Introduce the presenter(s) and the talk