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**Presenter(s):** Raymond Berg

Talk ID:  
15401  
774

**Talk Title:** What to do at PyCon?

**5 min pre:** 6:30 pm    **Talk Start:** 6:35 pm    **Length:** 00:10:00    **End -5m:** 6:40 pm    **End:** 6:45 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
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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

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**Presenter(s):** Joe Jasinski

Talk ID:  
15402  
775

**Talk Title:** Shipping ChiPy: Running ChiPy.org on a Kubernetes Cluster

**5 min pre:** 6:45 pm    **Talk Start:** 6:50 pm    **Length:** 00:45:00    **End -5m:** 7:30 pm    **End:** 7:35 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
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**Presenter(s):** Evan Hahn

Talk ID:  
15403  
771

**Talk Title:** Understanding Unicode

**5 min pre:** 7:25 pm    **Talk Start:** 7:30 pm    **Length:** 00:40:00    **End -5m:** 8:05 pm    **End:** 8:10 pm

- Have a water bottle for ready for the presenter
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- 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
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- 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
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