

Presenter(s): Evan Hahn

Talk ID:
15421

Talk Title: Understanding Unicode ■■■■

5 min pre: 9:04 pm **Talk Start:** 9:09 pm **Length:** 00:30:00 **End -5m:** 9:34 pm **End:** 9:39 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): Alexx

Talk ID:
15423

Talk Title: Glass Work - Splicing and Bending

5 min pre: 9:10 pm **Talk Start:** 9:15 pm **Length:** 00:45:00 **End -5m:** 9:55 pm **End:** 10:00 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
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Presenter(s): Andrew Wingate

Talk ID:
15422

Talk Title: Evezor Robot Arm V2

5 min pre: 9:50 pm **Talk Start:** 9:55 pm **Length:** 00:30:00 **End -5m:** 10:20 pm **End:** 10:25 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