

2022 JACoW Team Meeting

Running a Successful Speaker Ready Room

Knoxville, TN

Speaker: Vincent Gerald Mitts

Overview

- ❖ **1) PREPARATION & SETUP**

- ❖ **Network Requirements**

- ❖ **Computers & Software**

- ❖ **Auditorium Setup**

- ❖ **2) SPEAKER READY ROOM**

- ❖ **Tracking of Speakers & Talks**

- ❖ **Testing of Presentations**

- ❖ **Proper Workflow for Presentation Management**

- ❖ **3) TRAINING & GOOD COMMUNICATION**

- ❖ **Why this is Important**

- ❖ **Methods Used**

1. PREPARATION & SETUP

- ❖ Requires careful planning with the venue or conference center
- ❖ Three tips to keep in mind:
 - ❖ **1. Be specific with your requests**
 - ❖ **2. Make sure your requests are clearly understood**
 - ❖ **3. Make sure all requests are documented and are in writing before signing final contracts**
- ❖ **IMPORTANT:** Any additional requests or changes made during the conference will come at an additional cost to you! Having all requests specified in writing gives you leverage to ensure that you get what you requested without any additional costs. This will help keep you within your budget.

PREPARATION & SETUP

❖ NETWORK REQUIREMENTS:

❖ DEDICATED BANDWIDTH

- ❖ Is required for the production side of the network with wired connections: the **Speaker Ready Room, Auditoriums, Proceedings Office and Author Prep.**
- ❖ Network performance and reliability should not be impacted by the use of other networks at the conference site. (e.g. Public WiFi)
- ❖ **VLAN** - segmented part of the network which also helps with security and privacy by segmenting the network from other local area networks
- ❖ **70 Mbps minimum** of dedicated bandwidth recommended (more is always better)
 - ❖ **Wired** connections required for reliability
- ❖ **Bandwidth Estimator for Meetings and Events:** <https://www.encoreglobal.com/bandwidth-calculator/>

❖ INTERNET CONNECTION REQUIRED

- ❖ With **SYNCHRONOUS** Upload and Download speeds. (Upload and Download bandwidth the same)
 - ❖ **A lot of concurrent uploading and downloading of large files is occurring throughout the week of the conference.**

PREPARATION & SETUP

❖ LAPTOPS & SOFTWARE

- ❖ **IDENTICAL** laptops are required to be used in the **Speaker Ready Room and Auditoriums** so that the fixes and / or solutions to problems can translate correctly and consistently
- ❖ **IMPORTANT:** Have the **most current** version of the **Microsoft Windows Operating System**, along with **ALL** the **Security Patches** and **Feature Updates** installed using the Windows Update service.
- ❖ **Spare equipment** should be kept on-hand in case of equipment failure.

PREPARATION & SETUP

❖ APPLICATION SOFTWARE

- ❖ Please use the **most current version of presentation software available** with latest updates installed. This provides the best support for **backward compatibility!**
- ❖ Most current software as of 2022 for Speaker Ready and Auditorium laptops is:
 - ❖ **Microsoft 365** (subscription) or **Office 2021** (one-time purchase for PC or Mac)
 - ❖ **PowerPoint 2021**
 - ❖ **Adobe Acrobat Pro** - Pro version is required in the Speaker Ready Room in case presentation requires PDF editing. (Acrobat Reader doesn't support this)
 - ❖ Note: Conference budget needs to include costs for Adobe Acrobat Pro licensing.

PREPARATION & SETUP



PREPARATION & SETUP

❖ AUDITORIUM SETUP - STAGES & SCREENS

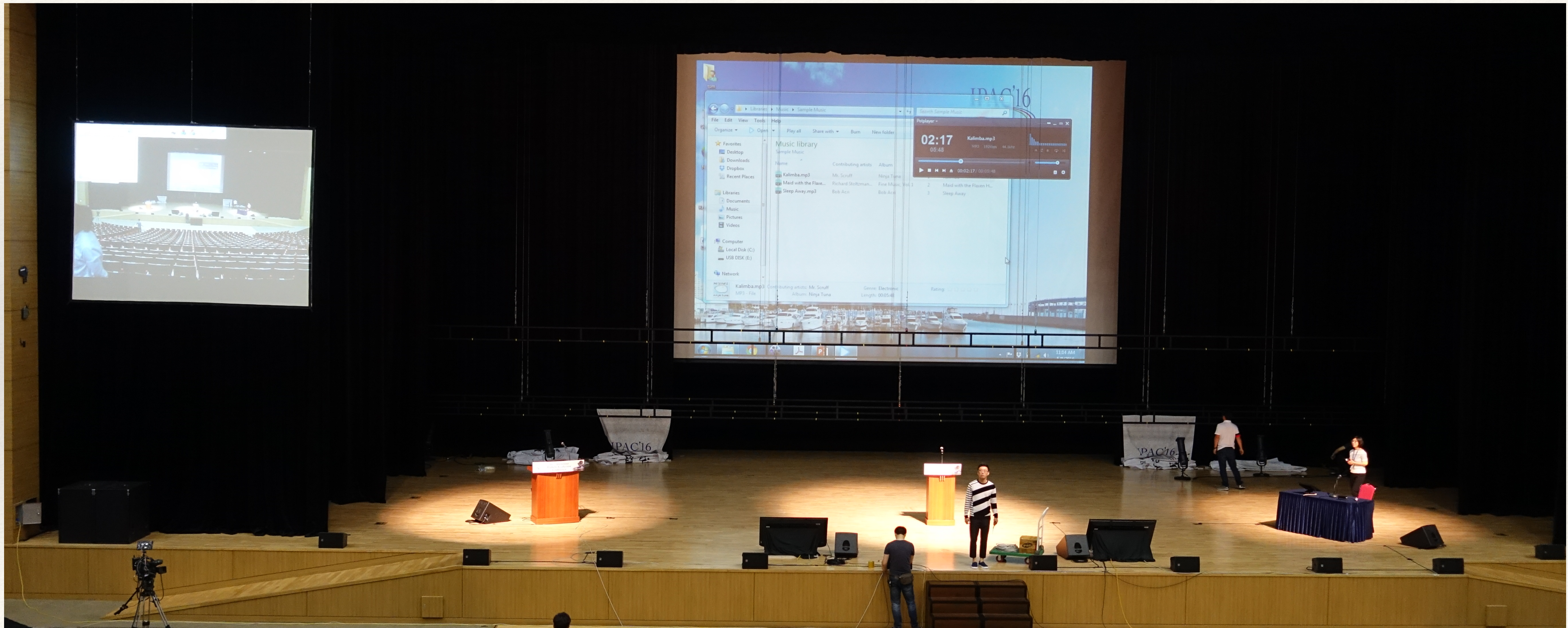
❖ PODIUMS

- ❖ Carefully consider the podium distance in relation to Presentation Screens in the Auditoriums
- ❖ Make sure the speaker can see screen(s) behind or to the side of themselves
- ❖ If not, plan for the speaker to rely exclusively on a confidence monitor, which requires the use of a **digital** laser pointer*

❖ CONFIDENCE MONITORS

- ❖ When using confidence monitors, carefully consider **Screen Size** and **Distance** from the Podium to ensure easy viewing by speaker.

PREPARATION & SETUP



Stage setup at IPAC'16

PREPARATION & SETUP



Podium and Confidence Monitors

PREPARATION & SETUP



Chairman's table

PREPARATION & SETUP

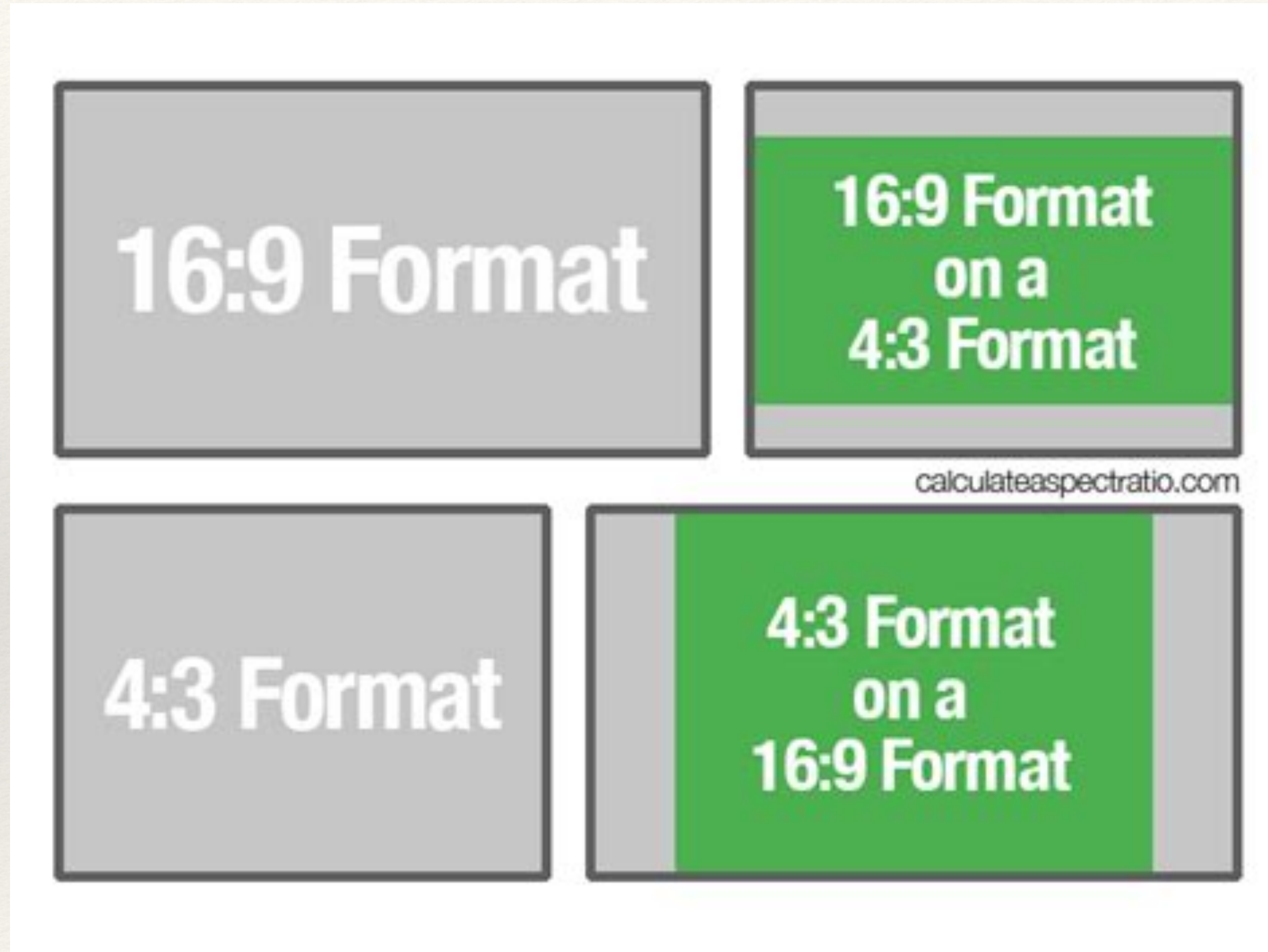
❖ MICROPHONES

- ❖ **Wireless Lavalieres** - for speakers
- ❖ **Stage Microphones** - for podiums, table setups, etc...
- ❖ **Wireless Handheld Microphones** - for audience questions

❖ SCREEN ASPECT RATIOS for Auditorium Screens

- ❖ **Widescreen (16:9)** - Default setting for PowerPoint since 2013
- ❖ **Standard (4:3)** - no longer default setting

PREPARATION & SETUP



Common mistake with PowerPoint slides. Check to make sure default aspect ratio is set for wide-screen format.

PREPARATION & SETUP



4:3 screen with 16:9 presentation

PREPARATION & SETUP

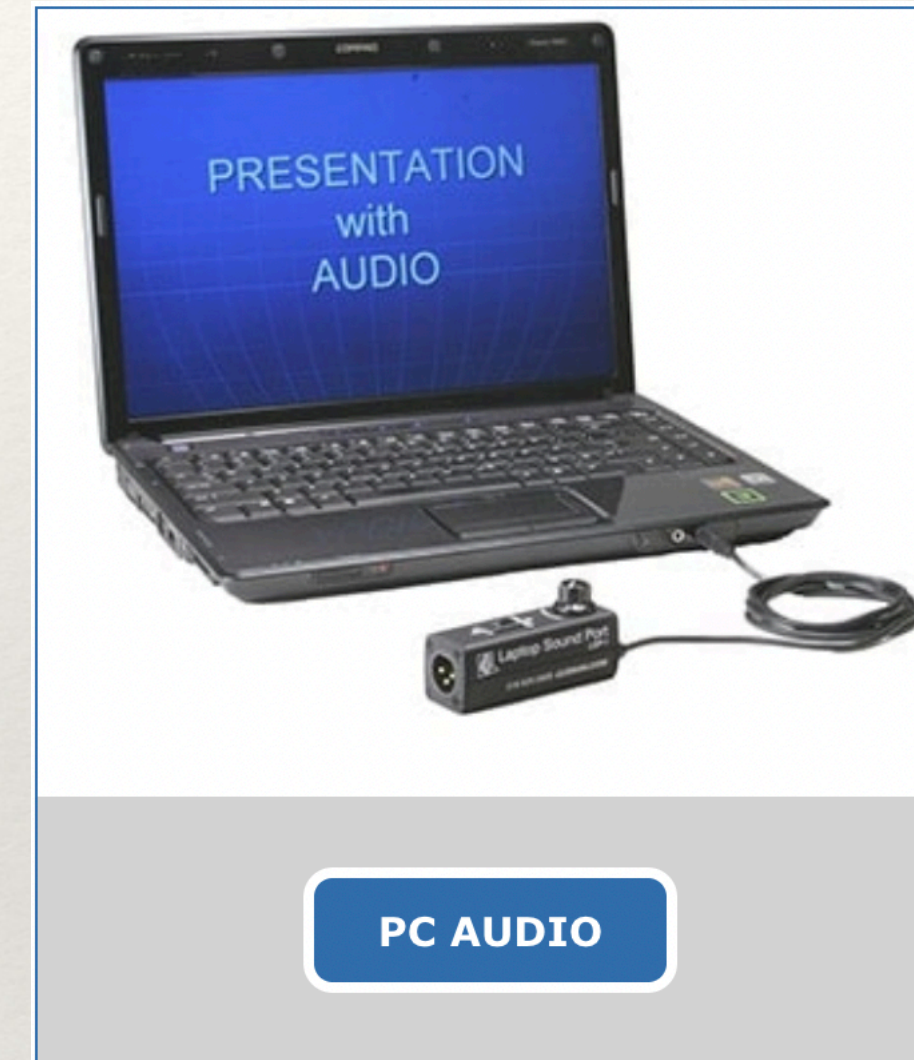
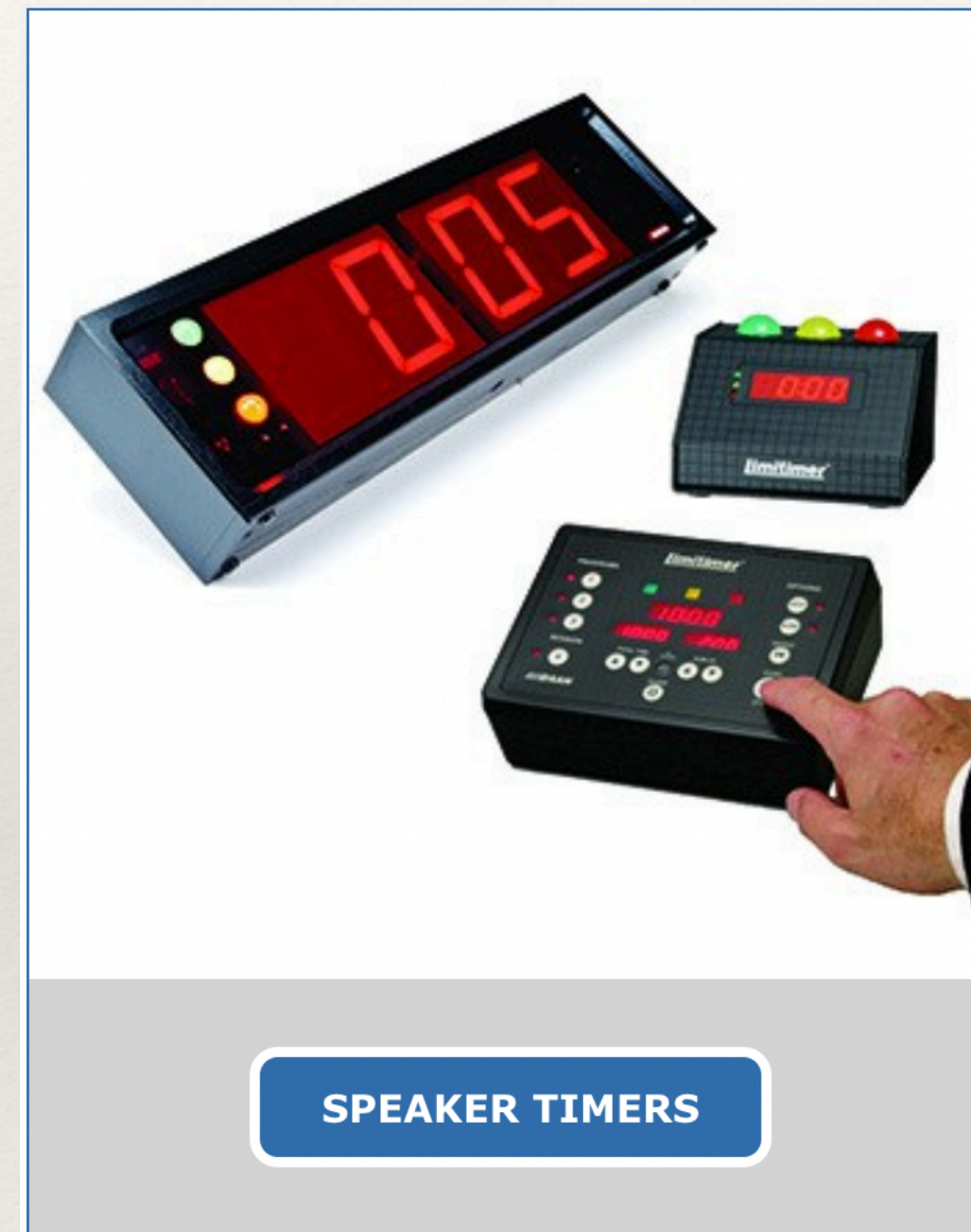
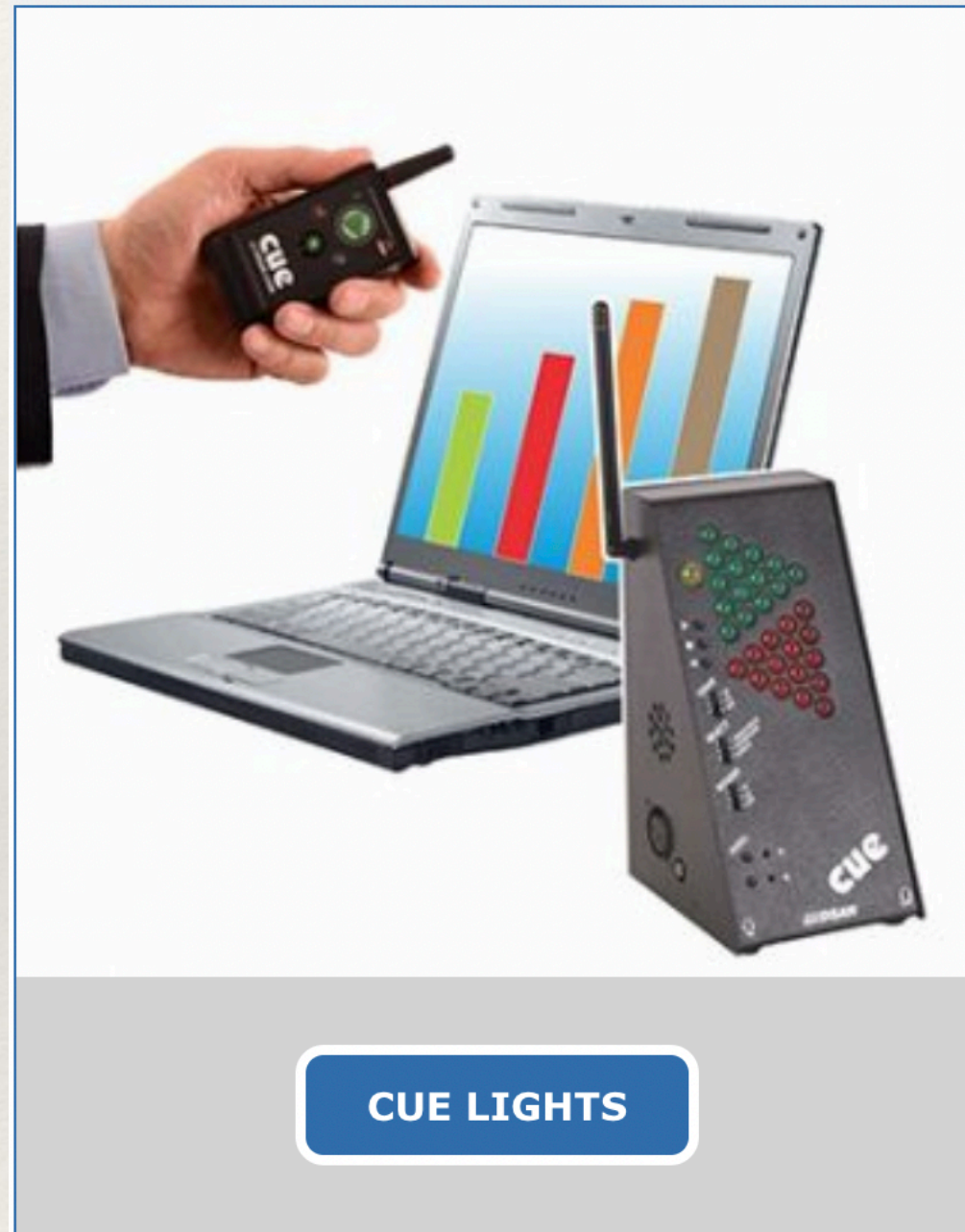
❖ PROFESSIONAL STAGING KITS - RECOMMENDATIONS

- ❖ [DSAN.com](#) (Industry Standard)
- ❖ **Cue Lights** (Wireless Transmitters)
- ❖ **Speaker Timers**
- ❖ **PC Audio**
- ❖ **Pointers**

INDUSTRY STANDARD

DSAN.com

A leading producer of audiovisual presentation equipment for over 50 years.



PREPARATION & SETUP

- ❖ **DIGITAL LASER POINTER** Recommendation:
- ❖ Logitech's **SPOTLIGHT** Presentation Remote
 - ❖ Useful for large auditorium screens, where red laser pointers are not bright enough or when green lasers are not allowed. Also, a good solution when the presenter can only see their presentation by means of a Confidence monitor.



LOGITECH SPOTLIGHT - Presentation Remote & Digital Laser Pointer

Spotlight Presentation Remote

Good solution when traditional Laser Pointers are not allowed or have limitations.



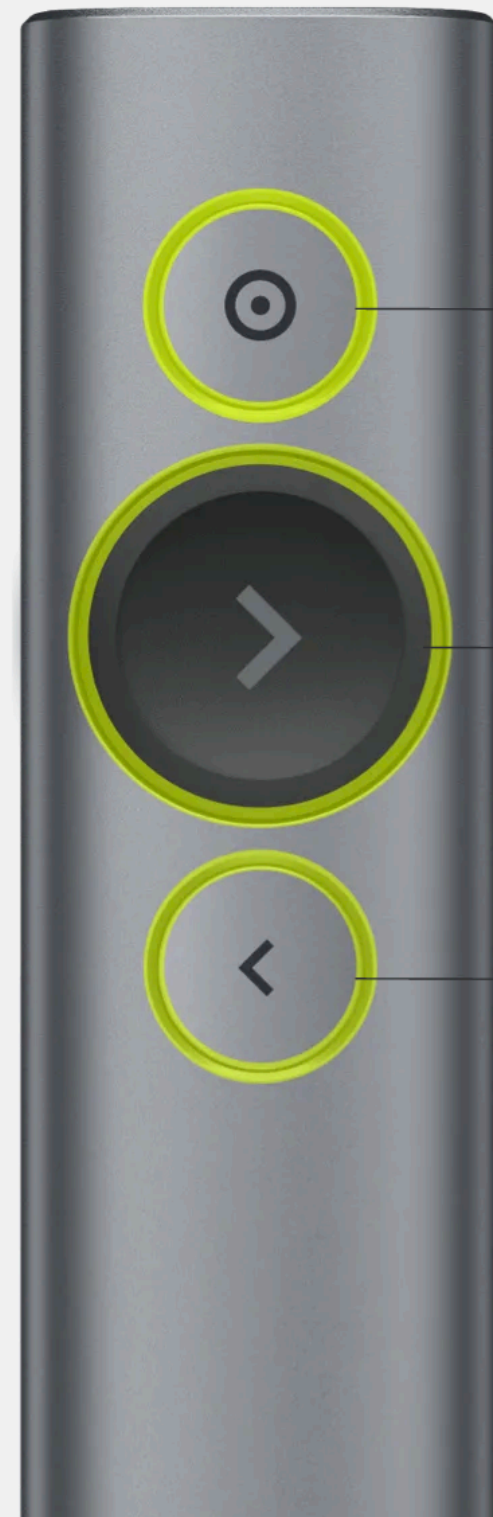
OPERATING RANGE:
100 ft (30m)

BROAD COMPATIBILITY:

Windows and macOS platforms; PowerPoint, Keynote, Acrobat, Google Slide and Press presentations; as well as Zoom, Microsoft Teams, and Blue Jeans video conferencing apps.

FAST RECHARGING:

Use the included USB-C charging cable and get 3 hours of presenting after a 1-minute charge. Spotlight fully charges in as little as 60 minutes. The device will vibrate and the battery indicator glows red when it's time to recharge.



POINTER

Highlight, magnify, point with a digital laser, and control the on-screen cursor.

NEXT

Navigate forward, and control custom functions like start presentation.

BACK

Navigate backward and control custom gesture functions like volume adjustment.

2. SPEAKER READY ROOM

❖ TRACKING OF SPEAKERS AND TALKS

- ❖ List comes from the Official Conference Database being used. (SPMS or Indico)
 - ❖ Important to check the online or printed Synoptic Table against what is currently showing in the official conference database. This is to note any discrepancies and make sure which is correct.
 - ❖ Speakers and Paper ID's are tracked by **Day, Time and Auditorium**
- ❖ A **sequential list of speakers for each auditorium** is printed out for those managing the laptops and presentations. This list includes the length of time for each talk and how much time for questions.
- ❖ Any **missing** or **late** talks are identified and followed-up on while there is still time

SPEAKER READY ROOM

Paper ID_Speaker	Auditorium	When	A/V	Checked	Finished	Notes	Initials
01_MOXGB1_Yukiyoshi_Ohnishi	Ballroom	Monday 09:30	No	Yes	Yes		TK
02_MOXGB2_Jonathan_Bagger	Ballroom	Monday 10:00	No	Yes	Yes		VM
03_MOYGB1_Frank_Gerigk	Ballroom	Monday 11:00	No	Yes	Yes	Keynote converted to PDF	VM
04_MOYGB2_John_Nicolas_Galayda	Ballroom	Monday 11:30	No	Yes	Yes		VM
05_MOYGB3_Sergei_Nagaitsev	Ballroom	Monday 12:00	Yes	Yes	Yes		TK
01_MOZGBD1_Thomas_Schietinger	Parq_D	Monday 14:00	No	Yes	Yes		VM
02_MOZGBD2_Matthias_Scholz	Parq_D	Monday 14:30	No	Yes	Yes		TK
03_MOZGBD3_Nikolay_Solyak	Parq_D	Monday 15:00	No	Yes	Yes		TK
04_MOZGBD4_Chang-Ki_Min	Parq_D	Monday 15:20	Yes	Yes	Yes		TK
05_MOZGBD5_Zhentang_Zhao	Parq_D	Monday 15:40	No	Yes	Yes		VM
01_MOZGBE1_Hiroshi_Imao	Parq_E	Monday 14:00	No	Yes	Yes		TK
02_MOZGBE2_Robert_Miles_Zwaska	Parq_E	Monday 14:30	No	Yes	Yes		TK
03_MOZGBE3_Haijing-Wang	Parq_E	Monday 15:00	No	Yes	Yes		TK
04_MOZGBE4_Christine_Ader	Parq_E	Monday 15:20	No	Yes	Yes		TK
05_MOZGBE5_Luis Antonio_Gonzalez	Parq_E	Monday 15:40	No	Yes	Yes		TK
01_MOZGBF1_Eduard_Pozdeyev	Parq_F	Monday 14:00	No	Yes	Yes		TK
02_MOZGBF2_Peter_J._Spiller	Parq_F	Monday 14:30	Yes	Yes	Yes	PowerPoint needs to be run in same folder as video file .mp4	VM
03_MOZGBF3_Gerard_Tranquille	Parq_F	Monday 15:00	No	Yes	Yes		TK
04_MOZGBF4_Michael_Plum	Parq_F	Monday 15:20	No	Yes	Yes		TK
05_MOZGBF5_Haixin_Huang	Parq_F	Monday 15:40	No	Yes	Yes		TK

SPEAKER READY ROOM

❖ TESTING OF PRESENTATIONS

❖ Make sure compatible AUDIO and VIDEO Formats are being used with PowerPoint:

❖ RECOMMENDATION for newer versions of PowerPoint:

❖ **.mp4** files encoded with **H.264** video and **AAC** audio

❖ Other audio and video formats supported:

❖ .asf, .avi, .mp4, .m4v, .mov, .mpg, .mpeg, .swf, .wmv

❖ Presentations are checked for special use cases of audio and video

❖ e.g. any external audio or video file that cannot be inserted into PowerPoint is put into a separate folder with the presentation and a README.txt file that provides proper instructions for the stage technicians. Avoid doing this when possible.

SPEAKER READY ROOM

❖ RESOLVING FORMATTING AND SPACING ISSUES

- ❖ **FONT SUBSTITUTION** can affect formatting and spacing in a presentation
 - ❖ Some **commercial fonts** can have licenses (DRM) associated with them. So as a rule of thumb, you can check to make sure the Font **embeddability property** is either **Installable** or **Editable**. Otherwise, you cannot embed it, and a substitute font will automatically install when transferring to another computer.
- ❖ Problematic **Equation Fonts** sometimes have to be converted to images and reinserted.
- ❖ A problematic PowerPoint or Keynote file can be converted to a **PDF** file to help preserve the intended format. (Note: PowerPoint animations will be lost)
- ❖ **Link Fonts** - (not recommended, please avoid using)

SPEAKER READY ROOM

- ❖ ALTERNATIVE TO USING LICENSED FONTS

- ❖ **SAFE FONTS**

- ❖ Fonts that get installed as part of the Operating System on both Windows and Mac computers that works well with Microsoft Office files
 - ❖ Translates correctly across different devices of the same operating system, which helps maintain intended spacing and look of presentation
 - ❖ e.g. *Arial, Arial Black, Book Antiqua, Bookman Old Style, Calibri, Cambria, Candara, Century Gothic, Consolas, Constant, Corbel, Garamond, Georgia, Palatino Linotype, Tahoma, Times New Roman, Trebuchet MS, Verdana*

SPEAKER READY ROOM

❖ PROPER WORKFLOW

- ❖ All presentations **MUST** go through the Speaker Ready Room for Testing
 - ❖ After testing and verification, **all talks are PUSHED from the Speaker Ready room to the Auditorium** laptops through a shared folder using Microsoft's Windows Advance Sharing feature.
 - ❖ **NOTE:** speakers are **NOT** allowed to load talks on auditorium laptops by a USB stick. This is a serious security risk and bypasses the measures put in place to prevent potential show stoppers from happening.
- ❖ Those working in the Speaker Ready Room need to **meet with the auditorium technicians before the conference starts** to make sure everyone understands the work-flow that has been agreed upon, and to answer any remaining questions.

3. TRAINING & GOOD COMMUNICATION

❖ IMPORTANCE:

- ❖ Promotes **UNDERSTANDING** from the beginning
- ❖ **REDUCES** mistakes and misunderstandings
- ❖ Helps to resolve issues and problems **QUICKLY**

TRAINING & GOOD COMMUNICATION

- ❖ Proven Methods Used:

- ❖ **ONSITE TRAINING** - allows for questions and opportunity for hands-on experience

- ❖ *Next years Local Organizing Committee* will want to **accompany** or **shadow** those doing the jobs they will be doing the following year.

- ❖ *Student Volunteers* need to be trained at least a day before conference starts. (Issue Assignments, Microphone use, where to stand / sit, etc...) Important to have backup plans in place in case a student volunteer fails to show up.

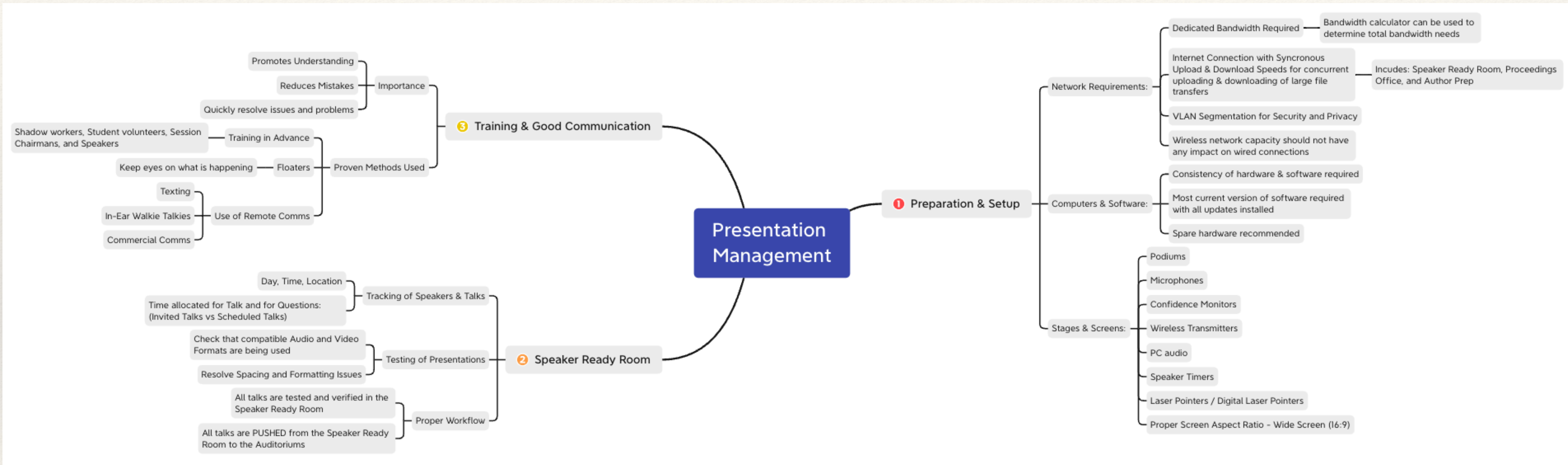
- ❖ The *Session Chairman* before each session needs to be briefed on their responsibilities (Keeping speakers on time, etc...)

- ❖ *Speakers* can be briefed in the Speaker Ready room as to use of the remote slide controller, podium setup, microphones being used, etc...

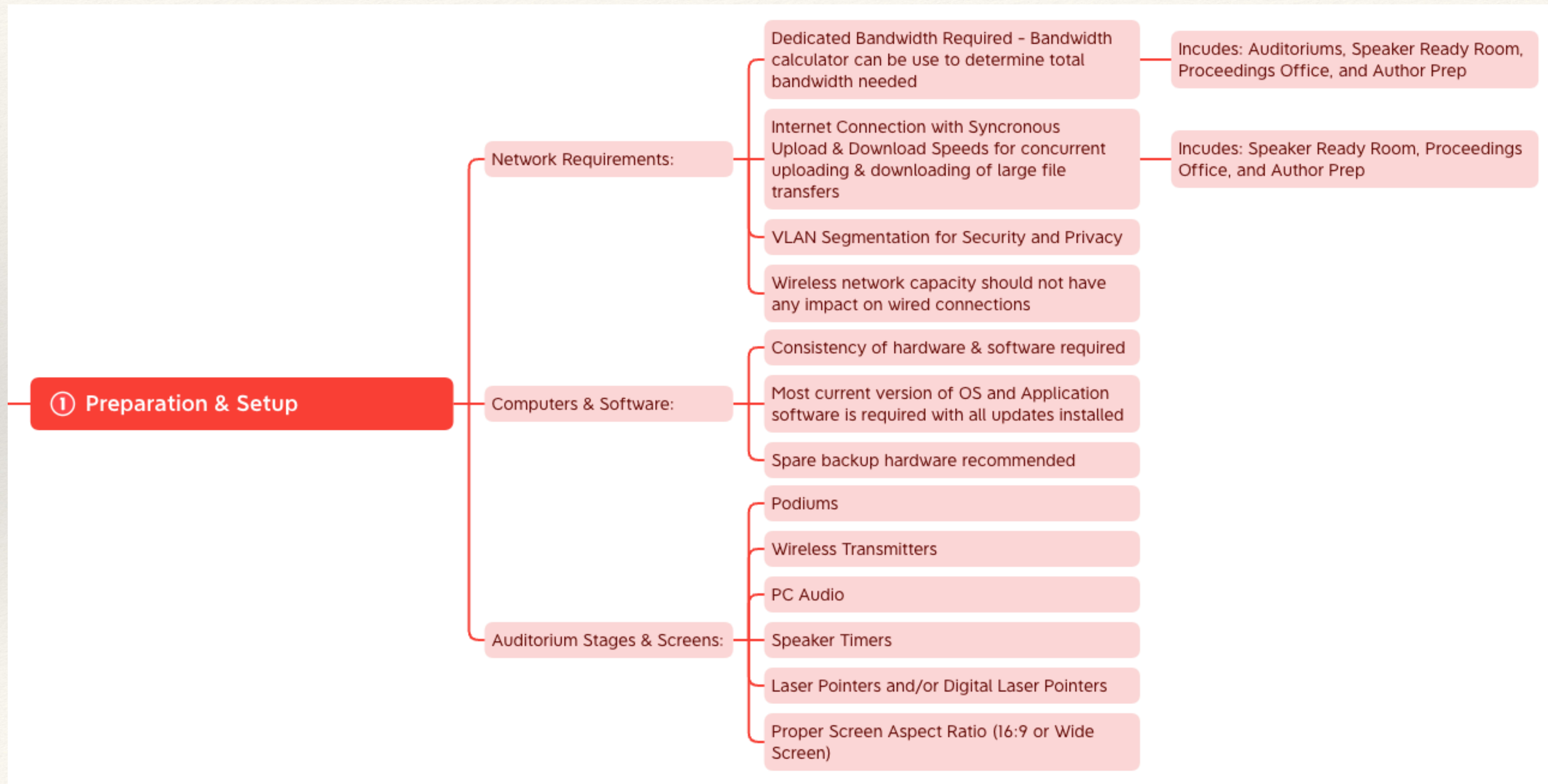
TRAINING & GOOD COMMUNICATION

- ❖ Proven Methods of Communication Used:
 - ❖ **FLOATER(S)** - person(s) assigned to an auditorium who can walk around and check on how things are going during the conference. They can address issues themselves or notify the appropriate individuals when issues or problems arise.
 - ❖ **REMOTE COMMS** -
 - ❖ In-Ear Walkie Talkies
 - ❖ Commercial Intercom products - (e.g. UnityIntercom.com)
 - ❖ Texting by use of smartphones - (Group Messaging, Notifications and Reminders)

SUMMARY Outline



Summary of Part 1



Summary of Part 2

② Speaker Ready Room

Tracking of Speakers & Talks:

Day, Time, and Location

Time allocated for Talk and for Questions
(Invited Talks vs Scheduled Talks)

Testing of Presentations:

Check that compatible Audio and Video
Formats are being used

Resolve Spacing and Formatting issues

Proper Work Flow:

All talks are checked and tested in the
Speaker Ready Room and confirmed by the
speakers before their session starts

All talks are PUSHED from the Speaker Ready
Room to the Auditoriums once they are
verified

Summary of Part 3

③ Training & Good Communication

Importance:

- Promotes understanding from beginning
- Reduces mistakes and misunderstandings
- Helps to resolve issues and problems quickly

Proven Methods Used:

- Training in Advance
- Floater during conference
- Use of Remote Comms