

# Running a successful Speaker Ready Room

**THANK YOU for presentations from:**

*Takashi Kosuge (KEK) -- 2021 JACoW Team Meeting based on IPAC'18*

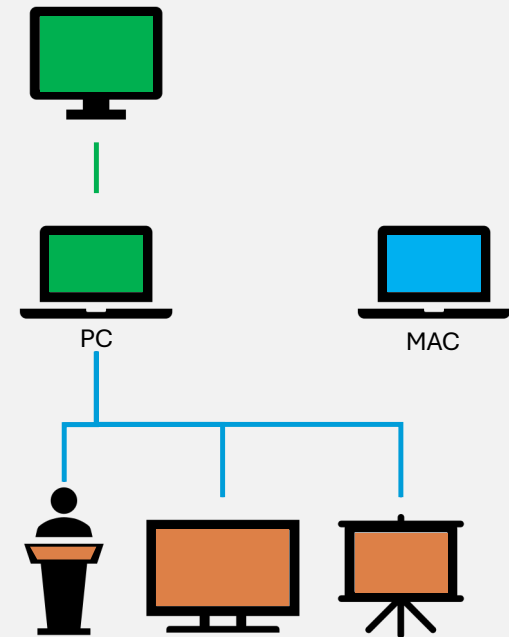
*Davide Marcato, Massimo del Bianco, Stefano Deiuri – IPAC23*

*Caitlin Hoffman and Michaela Marx – IPAC24*

Presenting on behalf of this team – Jana Thomson, TRIUMF

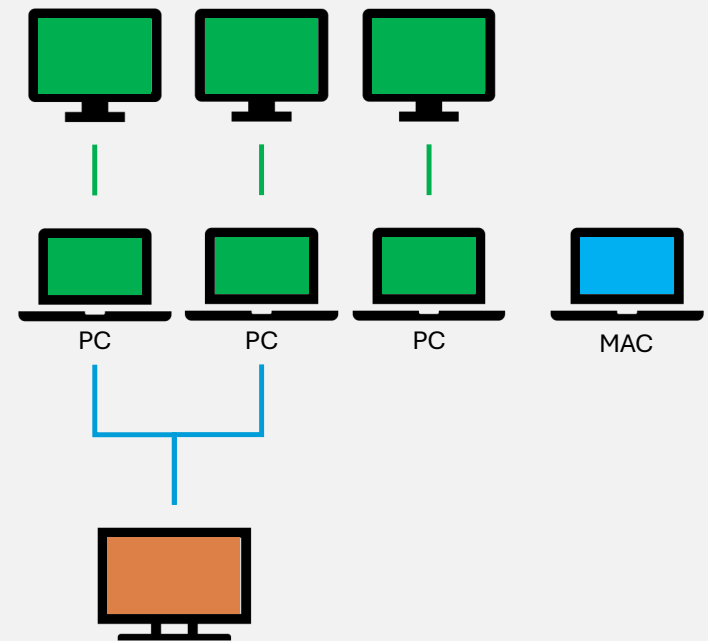
# Equipment at IPAC22 - SPMS

- 1 Windows laptop identical to the one on the stage
- 1 Mac laptop as a backup to present Mac files
- 1 external monitor for the laptops
  - Where you could see the Powerpoint speaker view screen.
  - Duplicate screen of the windows laptop
- 1 podium replica, with an integrated screen (> 40")
  - Where you could see the slides
  - Extended screen of the windows laptop.
  - There was a HDMI splitter to connect to replicate this screen also on the TV and projector
  - In the real podium the speaker would see the PowerPoint speaker view screen
- 1 TV next to the podium for the slides
- 1 projector for the slides
- 2 iMac for the speakers to fix their presentations
- 2 desktop Windows PCs for the speakers
- Cabled networking



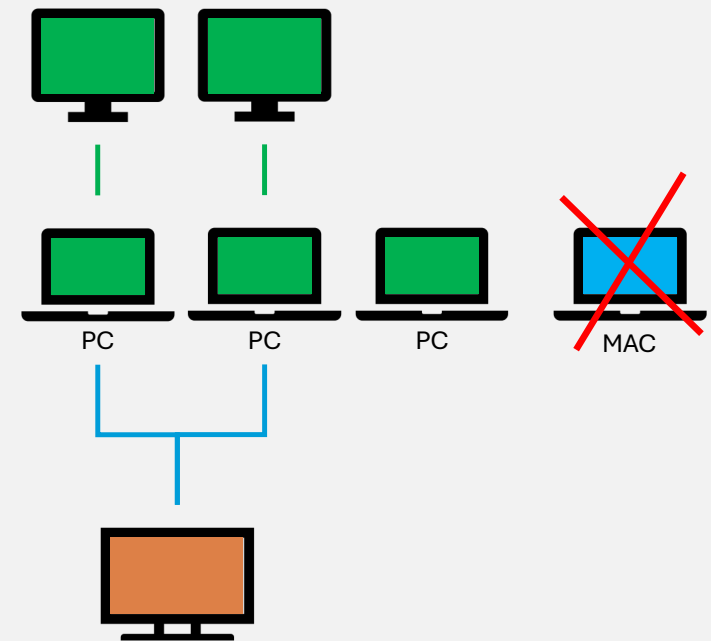
# Equipment at IPAC23 - Indico

- 3x Windows laptops identical to the ones on the presentation rooms
  - with external 24" monitor, mouse and keyboard (US)
  - Used by presentation managers (2+1 backup)
- 1 Macbook Pro for backup
- TV 55" connected to 2 laptops with 2 HDMI
- Laser Pointers
- 1 Desktop with 24" monitor, mouse and keyboard (US)
  - For speakers to work on slides/upload them
- 1 Laser color printer with scanner
- 1 Desktop as IT server for backups
- 1 Gb/s ethernet network
- Empty chairs, tables, free grid plugs



# Equipment at IPAC24 - Indico

- 2x Windows laptops identical to the ones on the presentation rooms
  - with external 24" monitor, mouse and keyboard (US)
  - Used by presentation managers (1 backup)
- ~~1 Macbook Pro for backup~~
- 1 large TV/Monitor for viewing
- 2 slide clickers for each computer to advance slides
- 1 Desktop with 24" monitor, mouse and keyboard (US)
  - For speakers to work on slides/upload them
- ~~1 Laser color printer with scanner~~
- *1 Desktop as IT server for backups*
- *1 Gb/s ethernet network*
- 1 laptop for presenters to review update their presentation.
- chairs, tables, *free grid plugs*



# Workflow – IPAC24 updates

- ✓ The author uploads the presentation to Indico (PPTX & PDF)
- ✓ The latest version of the presentation is downloaded to the presentation laptop
- ✓ Speaker Ready Editor emails presenters to visit the Speaker Ready Room **PRIOR to their talk.**  
The presenter then must come or is **strongly encouraged** to come to the Speaker Ready room to review their presentation
- ✓ The presentation is downloaded by the Speaker Ready Room Editor and reviewed in **Presentation Mode**  
**Check animations: Do they work? Are they clear? No overlaps? No typos?**

# Workflow – IPAC24 updates

- The checked presentation is put on a shared network folder
  - ✓ With correct naming convention
  - ✓ One subfolder per session
  - ✓ The manager of the session will use the files from the shared folder
  - ✓ Information about external videos and instructions on how to play them (readme files)

What if the author makes changes to the slides?

*The **owner** of the file, must upload the new version. The Speaker Ready Editor cannot upload new/revised version for author.*

*Author **MUST** come back to the speaker ready room or notify them of the new version.*

*New file is download and put on the shared folder, removing the old one.*

**Update: Add yourself as an author, upload the talk. Be sure to remove yourself after completing this task.**

# Workflow – IPAC24 updates

If there is a minor issue and they have agreed they will not publish, the editor may make changes on the slide deck on the presentation laptop.

## IMPORTANT:

Editors need to ask the Author if they want to publish their slides in the proceedings

Editor adds notes to the Indico entry of any changes/edits made in 'protected mode' if this is a note just to the Editors

The Editor adds notes on 'YES to be published' or 'NO will not publish' and changes the colour.

ALL the presentation managers must be autonomous

They need to know the required password and have access to email function so they can contact authors

# Summarization

- The Speaker Ready Room talk has been presented by Vincent Mitts and Takashi Kosuge at previous JACoW Team Meetings
- The platform has changed for slide management SPMS → Indico
- The process and management of the room has changed very little over the years.
- Presentation Managers QA the Talks
- **Editors need to ask the Author if they want to publish their slides in the proceedings**

## Historical talks:

- Presented by Vincent Mitts -- 2016 JACoW Team Meeting:  
<https://www.jacow.org/JTM2016/DebriefRunningofSpeakerPreparationPresentationManagement>
- Presented by *Takashi Kosuge (KEK)* -- 2021 JACoW Team Meeting based on IPAC'18:  
<https://www.jacow.org/JTM2018/ReportIPAC18SpeakerReady>  
[https://www.jacow.org/uploads/JTM2018/Presentations\\_Management.pptx](https://www.jacow.org/uploads/JTM2018/Presentations_Management.pptx)