



Claris Engage 2024

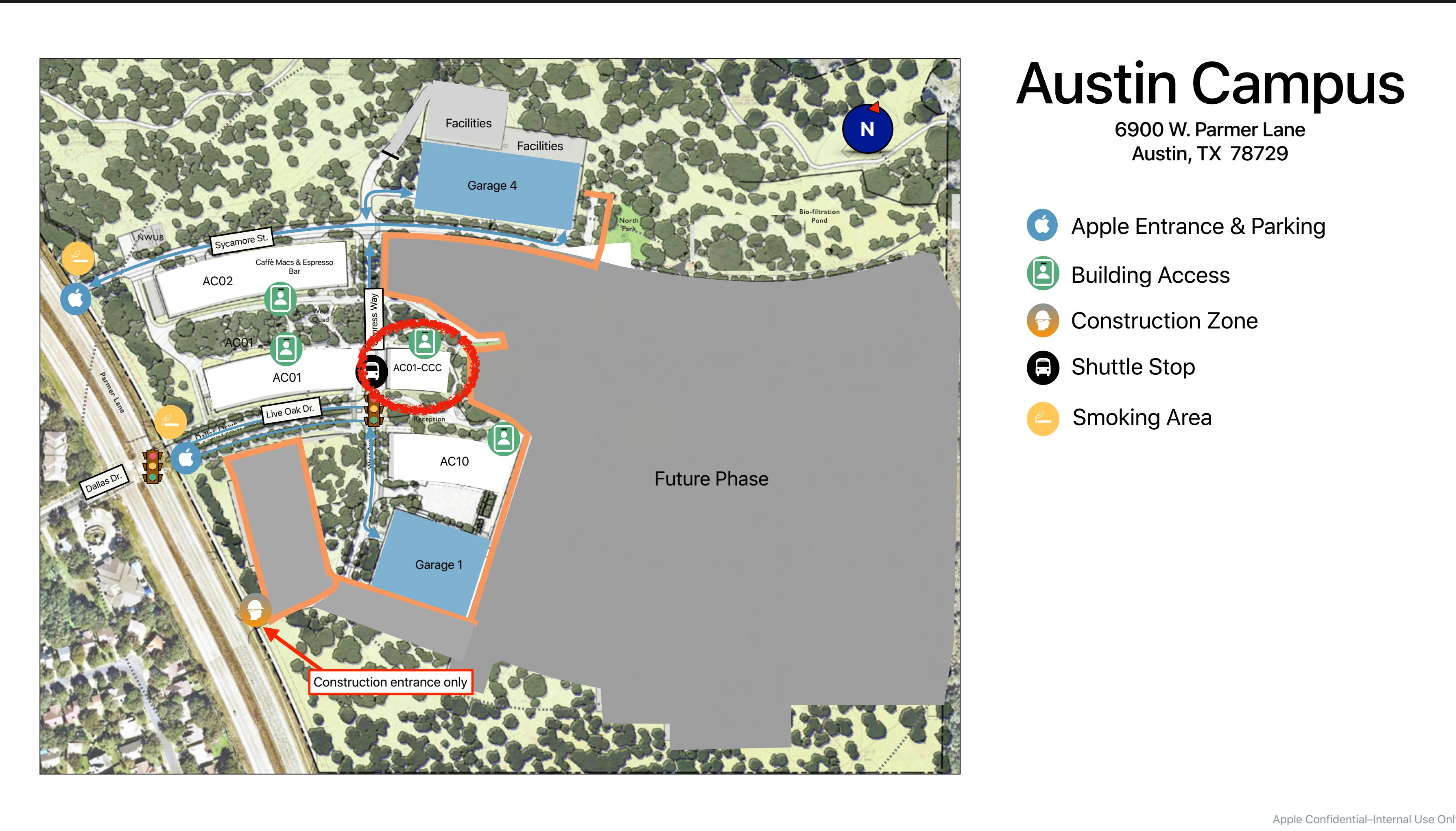
Speaker Prep Meeting

1/21/2024

Today's agenda

- ✓ Locations & Rooms
- ✓ Before your session
- ✓ Network (whitelist)
- ✓ After your session
- ✓ Testing - Feb 6
- ✓ Misc
- ✓ Q&A

Austin Campus



✓ No shuttles are running this location on Feb 6. Please use Uber/Lyft or other.

Session Rooms

✓ Level 1

- Philosophers' Rock

✓ Level 2

- Eastwoods Park
- Emma Long Park

✓ Level 3

- Mayfield Park
- Goose Island Park

✓ Level 4

- Sculpture Falls
- McKinney Falls Park

AV Capabilities -

- ✓ Philosophers' Rock): Capable of multi-camera, live-switched broadcasts; features include: 217" 4K LED calibrated to maintain creative intent; 4K, HDR, P3-capable video systems (cameras, video switcher, router, Mac Studio, iso recorders), premium speakers and mics, Apple TV playback in Dolby Atmos, and theatrical lighting
- ✓ All other rooms: 1 or 2 - 136" LEDs, ceiling mics, AVCN, Apple TV, HDMI inputs

Speaker Green Room -

- ✓ Level 1: Bee Balm

Before your session begins

- ✓ **Arrive 20 mins early** - Work with your room host for AV setup. It will be necessary that your laptop can connect to external monitors via USB-C or HDMI.
- ✓ **Webex** - You should have received an invitation from a Claris room host prior to event.
- ✓ **Room Hosts** - Room Host will help you establish connection to Webex with happen via 10-touch dial console.
- ✓ **Start your slide loop** - We will provide you with a Claris Engage deck that should loop until your session begins. Please play it for a few minutes.

Session Room Network

- ✓ **Wifi** - Your connection to the network is via wifi.
- ✓ **Apple Network** - The network does have some limitations such as video streaming, etc. Download all possible to your local machine.
- ✓ **Whitelist testing** - We have tested the network for the following site with success
 - MailChimp.com
 - [paperform.co](#)
 - [openai.com](#)
 - [intuit.com](#)
 - [slack.com](#)
 - [quickbooks.com](#)

After your session

- ✓ **End on time** - We need everyone to stay within the time of their session. Please ensure you watch your time.
- ✓ **Speaker 'Office Hours'** - To enable sessions to end on time and to be able to answer questions from attendees that go long, please use the following rooms to take questions after your sessions.
- ✓ **Office Hour Rooms**
 - Level 2: Engelmann Daisey
 - Level 3: Pileated Woodpecker
 - Level 4: Yellow Bullhead
- ✓ **Ensure the most current slides are uploaded** - Before the end of the day of your presentation. <https://apple.ent.box.com/f/2dcea57555a943e6a8d0c8f3becfdc0c>

Session Testing - Feb 6

- ✓ **Speaker Sync Meeting** - Please join if you can all speaker for a sync meeting on Feb 6 @ 12-12:30pm CT in room: Philosopher's Rock
- ✓ **Speaker Testing-** You are able to visit your presentation room beginning at 12:30 until 3pm to test your connection in the room with you laptop. You will share this time with up to 8 other speakers. These is technical testing, not rehearsal time.

Misc

- ✓ **Shuttles** - Shuttles on Tuesday, February 6 are only to Parmer Lane campus (2 miles away). We recommend you Uber/Lyft or drive to this location.
- ✓ **After Speaker Prep-** After set up, please make your way to Parmer Lane PL06, 5505 West Parmer Lane, Bldg 6, Austin, Texas, 78727.
 - ✓ Registration opens at 3pm and the Opening Keynote starts at 5pm followed by the After party. Registration, keynote and after party are all at this location on Feb 6.

Q&A

Session Room Issues

1. See Claris host in your room
2. Eric Fraser 650-804-5626

Emergencies or Illness

Julie Sigfrinius 612-889-9156



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