Speaker Ready Room on-site workflow

Version: 1.1
Date: August 2026
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This guide explains how the Speaker Ready Room works on site, including the queue, check-in stations, QR codes, speaker file checking, and the staff tools used during the event.

It is written for organisers, AV teams, and speaker ready room staff who need to understand what happens when a speaker arrives on site.

The same area may have a different name at your event. Some events call it a Speaker Preview Centre, Speaker Service Centre, Slide Centre, speaker green room, or another local name. This guide applies to the on-site area where speakers check in, review their files, and get help before they present.

Before you start

Make sure the following are in place:

- **An event portal with programme data loaded** → Speakers, sessions, presentations, and rooms should already exist in the portal.
- **Presentation files uploaded or ready to upload** → Speakers can upload files before the event, at the Speaker Ready Room, or through staff assistance.
- **Devices paired to the event** → Queue screens and check-in stations run through the Slidecrew App Launcher.
- **Stable internet access** → App Launcher devices currently need internet access throughout the event. The local caching server is temporarily unavailable while its replacement setup is completed.

For the event network as a whole, use a wired connection with at least 20 Mbps upload and download as a practical baseline. Plan for 50 Mbps or more when the event has more rooms, frequent same-day uploads or replacements, large video files, or a connection shared with general venue traffic. Slower connections can still work, but file transfers take longer.

What the Speaker Ready Room does

The Speaker Ready Room is where speakers confirm that their presentation files have arrived, display correctly, and are ready to present.

Depending on the event setup, the Speaker Ready Room can include:

- one or more **Queue screens** in the waiting area
- one or more **Speaker Service Centre App** stations where speakers review or update files
- portal access for staff at the welcome desk or check-in desk



The physical room is called the Speaker Ready Room. In the App Launcher, the related apps are grouped under **Speaker Service Center**.

What file checking means

In Slidecrew, a checked file is a presentation file the speaker has reviewed and confirmed.

A file can be marked as checked in two ways:

- **Automatically at the check-in station** → If the **Set file checked on close** setting for that station is enabled, all of the speaker's files are marked as checked when they log out of the Speaker Service Centre App.
- **Manually in the portal** → Staff can mark a file as checked from the Files list or from the file card menu.

Checked status does not mean the file was originally correct. It means the speaker has completed the review step, or staff have manually confirmed the file status.

Choose the on-site setup

Not every event needs every Speaker Ready Room option.

Setup option	Use when	What it needs
Welcome desk only	Staff will handle check-in manually and assign speakers from the portal.	Portal access for staff.
Queue screen	Speakers should be able to join a visible waiting queue.	One paired App Launcher device running **SSC Queue**.
Check-in station	Speakers should review, replace, upload, or confirm files themselves.	One paired App Launcher device running **Speaker Service Centre**.
Two-screen station	The station should have a staff-facing screen and a second speaker-facing preview screen.	A station device with a second display and the **Speaker Service Centre Preview** app.

For a simple event, one staffed check-in station may be enough. For a larger event, use a Queue screen in the waiting area and several check-in stations.

How speakers join the queue

Speakers can enter the Speaker Ready Room workflow in three ways:

- A staff member adds them to the queue from the welcome desk.
- The speaker scans their personal QR code at the Queue screen, if QR sign-in is being used for the event.
- A staff member assigns the speaker directly to an available station.



If a speaker scans their QR code at the Queue screen and Slidecrew detects significant file issues, the speaker is redirected to the welcome desk instead of entering the queue.

When a speaker is in the queue, they move through three statuses:

Status	What it means
Waiting	The speaker is in the queue and waiting for a station.
Go to	A station has been assigned, and the Queue screen shows which station to use.
Working	The speaker is currently at a station.

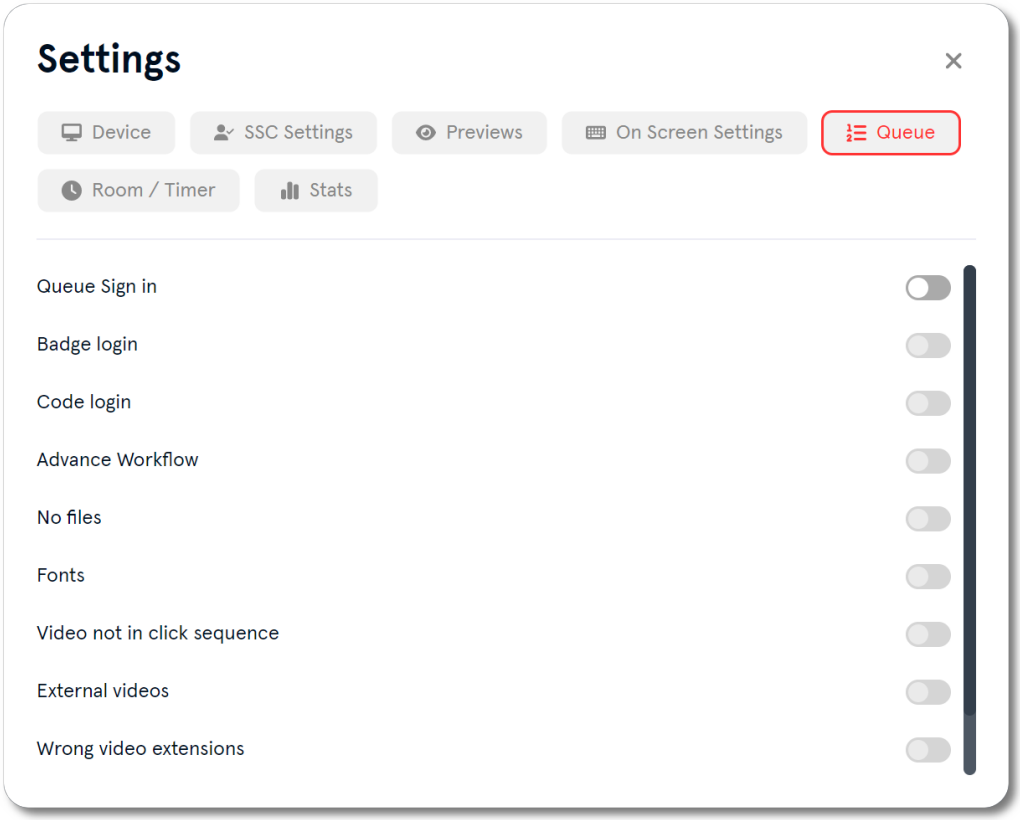
If **Prioritise Queue on Presentation Start** is enabled under **Event Information → Other Settings**, speakers whose presentations start soon move higher in the queue automatically.

Set up the Queue screen

The Queue screen shows the current Speaker Ready Room queue and can let speakers join by scanning their QR code.

1. Pair the device to the event through the Slidecrew App Launcher.
2. Open the App Launcher on the device.
3. Go to the **Speaker Service Center** tab.
4. Click **SSC Queue**.

5. Open the **Settings** pop-up and select **Queue**.
6. Turn on **Queue Sign in** if speakers should be able to scan their QR code at the screen and join the queue themselves.



If **Queue Sign-in** is off, staff can still add speakers to the queue from the portal.

Choose which file issues prevent queue entry

When **Advance Workflow** is enabled, six optional checks can redirect a speaker to the welcome or information desk instead of adding them to the queue:

- **No files**
- **Fonts**
- **Video not in click sequence**
- **External videos**
- **Wrong video extensions**
- **Slido integration**

Enable only the checks that matter for the event. If a check is disabled, that issue does not prevent the speaker from entering the queue. For example, disable **Slido integration** when the event does not use Slido.

Set up a check-in station

One device runs one Speaker Service Centre station. The station number shown on screen is taken from the device name.

- If the device name contains a number, for example `Station 3`, that number becomes the station number.
- If the device name does not contain a number, the station defaults to `Station 0`.

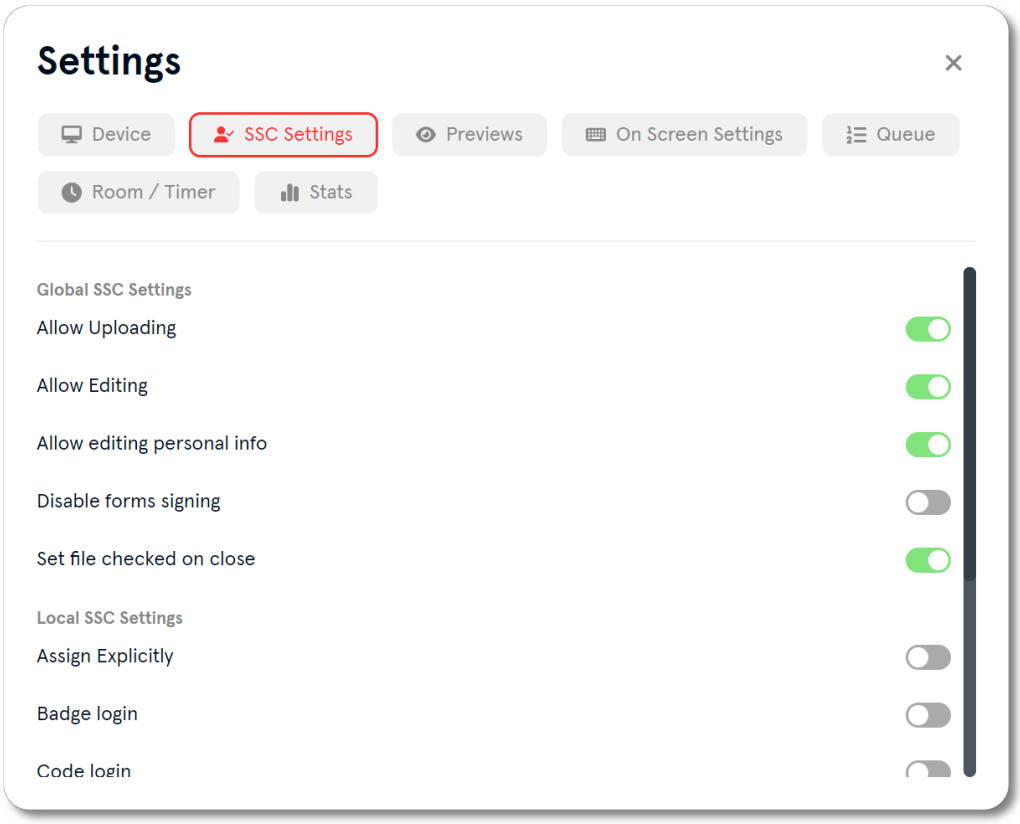
To set up a station:

1. Pair the device to the event.
2. In the portal, give the device a clear name, such as `Station 1`.
3. Open the App Launcher on the device.
4. Go to the **Speaker Service Center** tab.
5. Click **Speaker Service Center**.

The station idle screen appears, showing the station number and the speaker login options.

Configure global and station settings

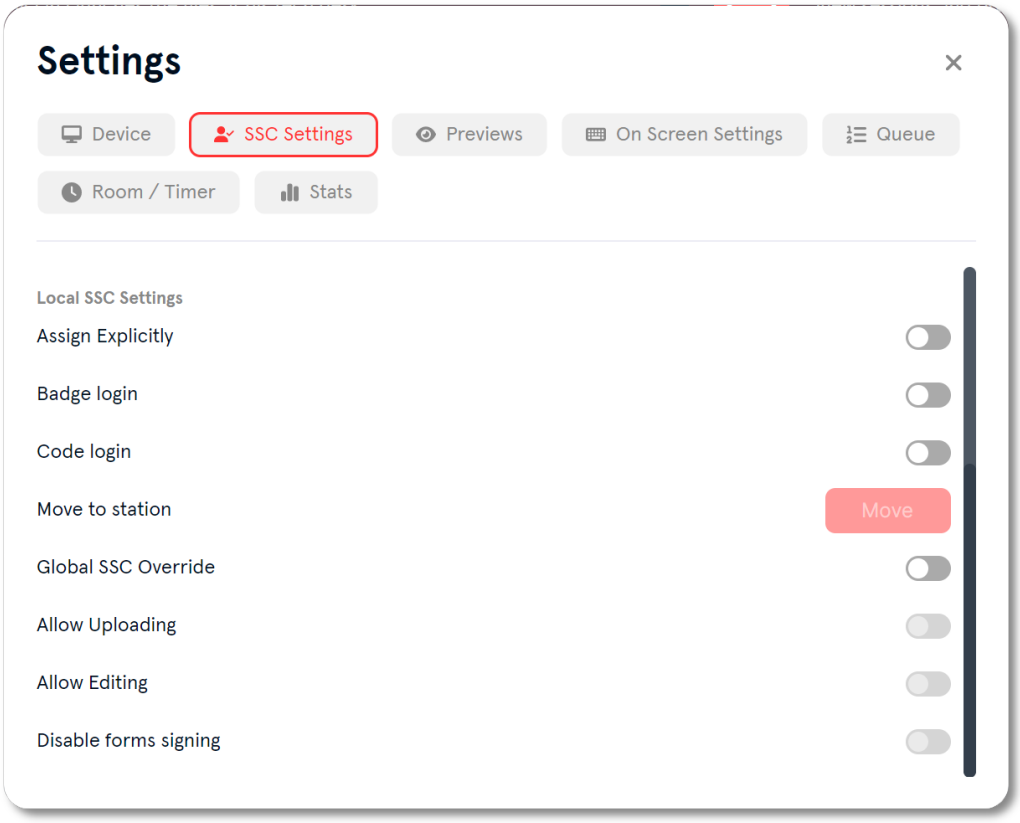
Open the shared **Settings** pop-up and select **SSC Settings**.



Global settings apply to all Speaker Service Centre stations:

Setting	What it controls
Allow Uploading	Allows speakers to upload files at a station.
Allow Editing	Allows speakers to delete and replace files at a station.
Allow editing personal info	Allows speakers to update their own personal information.
Disable forms signing	Prevents form pop-ups from appearing at stations.
Set file checked on close	Marks a speaker's files as checked when they log out.

The lower part of the same tab contains local station settings and Global SSC Override controls.



Setting	What it controls
Assign Explicitly	Requires staff to assign speakers to stations manually. Speakers cannot self-assign by QR scan.
Badge login	Allows a speaker to log in by scanning a QR code or barcode.
Code login	Allows a speaker to enter their barcode value manually.
Move to station	Moves the speaker currently using the station to another station.
Global SSC Override	Enables local versions of the upload, editing, and forms settings for this station.

Choose the station login methods

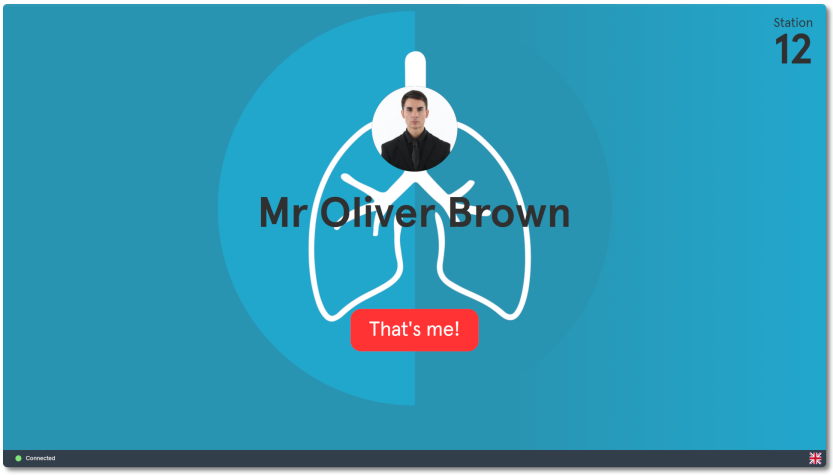
Three login methods can be enabled at the same time.

Login method	How it works	Notes
Badge login	The speaker scans their QR code or barcode using a scanner connected to the station device.	Requires a compatible barcode scanner and **Badge login** enabled in station settings.
Code login	The speaker types their barcode value into the field on the idle screen and clicks **Verify**.	Useful if a scanner is not available.
Staff assignment	A staff member assigns the speaker directly to a station from the portal.	Can be done from the Queue tab, Speaker Overview Page, or attendee sidebar.

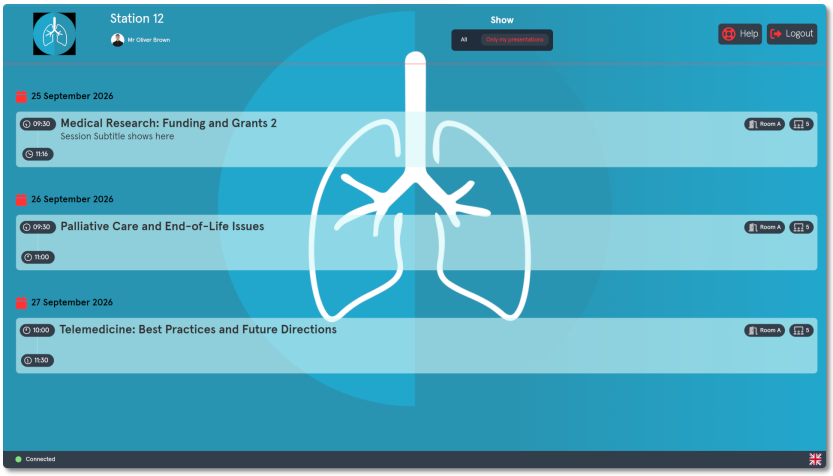
If **Assign Explicitly** is enabled in the local station settings, speakers cannot self-assign by QR scan. Staff must assign them to stations manually.

What happens at the station

After login, the station shows an identity confirmation screen with the speaker's profile picture and full name. The speaker clicks **That's me!** to confirm.



The session list then appears. By default, it shows sessions the user is moderating or presenting in. The speaker can use the **Show** toggle to show only the sessions where they have presentations.



At the station, speakers can:

- review the files already uploaded for their presentations
- upload new files, if uploading is enabled
- replace files, if editing is enabled
- complete outstanding forms
- update personal information, if personal-info editing is enabled
- set or review publishing permission where publishing is enabled
- ask staff for help by clicking **Help**

When the speaker clicks **Logout**, they are signed out of the station. If **Set file checked on close** is enabled, all of their files are marked as checked at that point.

Optional: how QR codes fit in

QR codes and barcodes are optional. Some events use them heavily for speaker badges and self sign-in, while other events handle the whole Speaker Ready Room workflow through staff assignment.

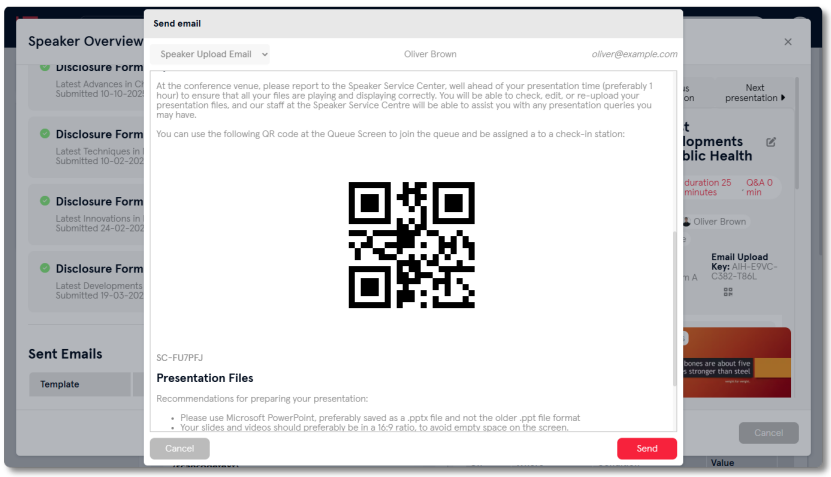
Every speaker has a default barcode value in Slidecrew. If your event uses QR codes or barcodes, this value can be used as:

- a QR code in a speaker upload email
- a printed QR code on a speaker badge
- a value typed manually into the station login field
- a scanned barcode or QR code at the Queue screen or check-in station

The two useful email tags are:

Tag	What it adds
`{scancodeqr}`	The speaker's barcode as a QR code image.
`{scancodetext}`	The speaker's barcode as plain text.

Staff can also add extra barcode values to a speaker record. This is useful if the event badge system uses a different barcode format.



Manage the queue from the portal

Staff can manage the Speaker Ready Room queue from the portal.

1. Navigate to **Core**.
2. Click the **Queue** tab.

From the Queue tab, staff can add or remove speakers from the queue, assign speakers to stations, and monitor their status.

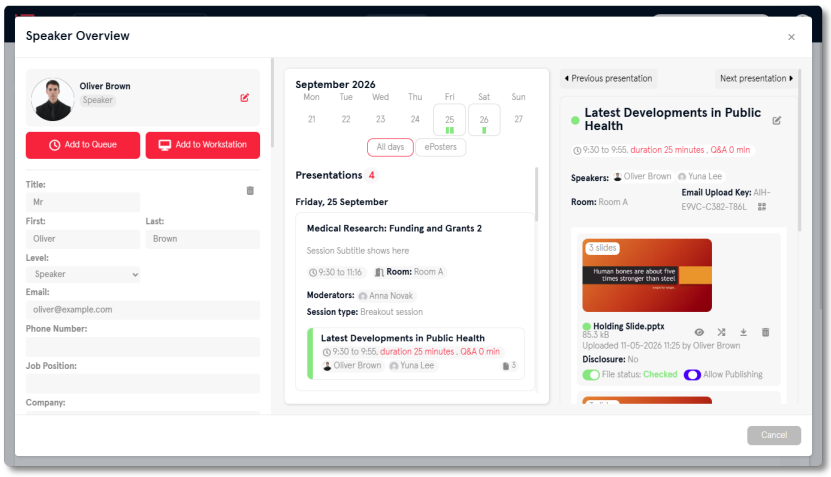
Column	What it shows
Speaker Name	The speaker's name.
Status	**Waiting**, **Go to**, or **Working**.
Queue Location	The speaker's current place in the queue.
Work Station	The assigned station, if any.
Priority	The speaker's queue priority, affected by upcoming presentation times.
Time	How long the speaker has been in the queue.

Once a speaker has been assigned to a station, they cannot be moved back to the waiting queue.

Use the Speaker Overview Page for individual speakers

The Speaker Overview Page gives staff a full view of one speaker's files, sessions, profile, QR codes, and Speaker Ready Room actions.

To open it, click the top menu search bar in the portal, search for the speaker, and select them from the results.



From the Speaker Overview Page, staff can:

- add the speaker to the Speaker Ready Room queue
- assign the speaker directly to a workstation
- upload a file on behalf of the speaker

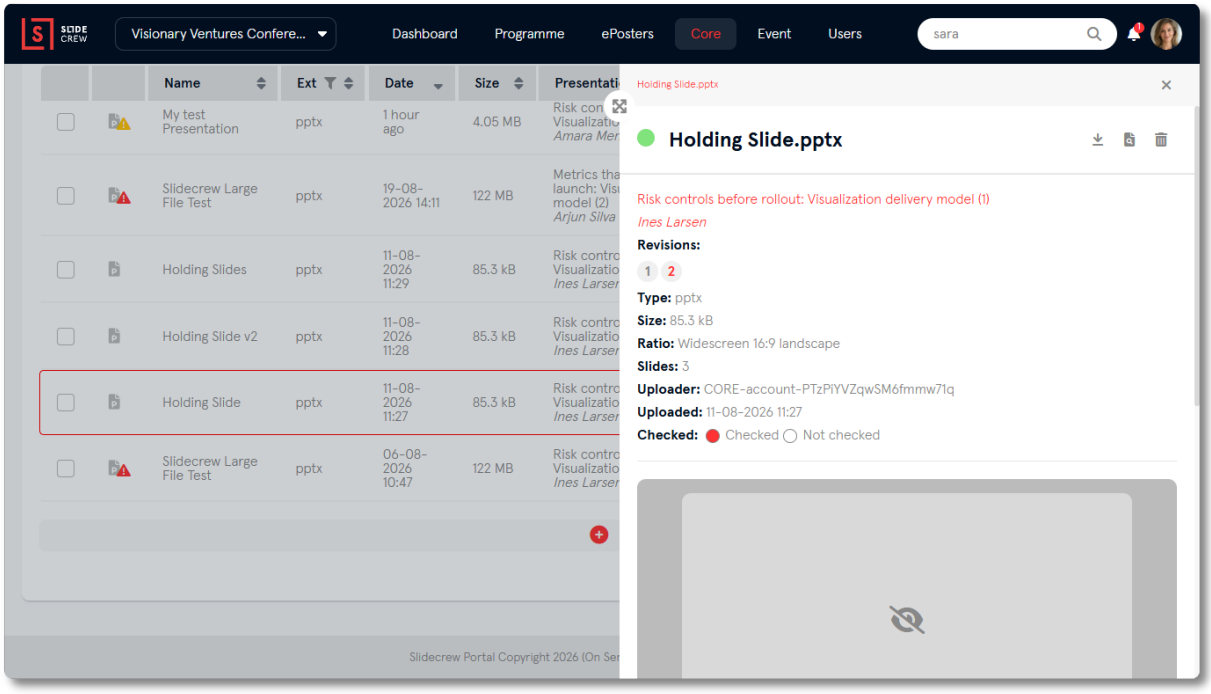
- review file cards and file status
- generate or inspect the speaker's upload link
- view the speaker's QR and barcode codes
- check submitted forms and sent emails

This page is often the most useful staff view when a speaker arrives with a file issue.

View earlier file revisions in the portal

If a speaker uploads a replacement to the same presentation slot using the same filename, Slidecrew archives the existing revision and makes the new upload current. Staff can view either revision directly from the event portal.

1. Go to **Core → Files**.
2. Click the name of the file that has multiple revisions.
3. Find **Revisions** in the file sidebar.
4. Click a numbered revision button to switch between revisions.



Common issues

A speaker scanned their QR code at the Queue screen but was redirected to the welcome desk.
Slidecrew detected significant file issues. Check the speaker's file status from the portal or the Speaker Overview Page, then resolve the issue before the speaker continues.

A station shows Station 0 instead of the correct number.
The station number is taken from a number in the device name. Rename the device in the portal so it includes the correct station number, then reconnect the App Launcher.

A speaker cannot log in using their badge.
Check that **Badge login** is enabled in the station settings. Also confirm that a compatible barcode scanner is connected to the station device.

A file the speaker uploaded earlier is not showing at the station.
Check that the file appears under **Core → Files** in the portal, confirm the station has a working internet connection, and check the station's file download status.

A speaker's file is still showing as unchecked after they visited the Speaker Ready Room.
Check whether **Set file checked on close** is enabled in the Global SSC Settings. You can also mark the file as checked manually from the Files list or from the file card's three-dot menu.