

CONGRESS SESSION ROOM HOTKEYS

ON-SITE CUE CARD

Quick Reference Guide for On-Site Operators & Technical Crew

1. 4321 TIMER CONTROL HOTKEYS (Console Role)

 **REQUIRED MODIFIER KEY:** <Ctrl + Shift> (Default) or <Ctrl + Alt> (Configurable in Settings)

Hotkey Combo	Action	Operational Context / Details
<Modifier> + Space	Start / Pause	Start when the speaker begins; Pause at presentation ends.
<Modifier> + R	Reset Timer	Resets the current countdown to previous duration.
<Modifier> + B	Toggle Blink	Intermittent warning at 1 min overtime for chair/speaker.
<Modifier> + [01-99]	Select Preset Duration	Type 2-digit preset number sequentially while holding <Modifier>. The digits correspond to the Topic list visible on the Event Presenter session page.

CRITICAL PRESET SELECTION RULES:

- **Automatic Q&A Transition:** For presentation + Q&A topics, Q&A countdown starts automatically when presentation reaches zero. DO NOT manually switch presets!

2. EVENT PRESENTER HOTKEYS (Room Console)

 **REQUIRED MODIFIER KEY:** <Ctrl + Alt> (Default) or <Ctrl + Shift> (Configurable in Settings)

Hotkey Combo	Action	Operational Context / Details
<Modifier> + Left Arrow	Previous Holding Slide	Switches Holding Slide to previous speaker details.
<Modifier> + Right Arrow	Next Holding Slide	Advances Holding Slide to next speaker detail.
<Modifier> + Up Arrow	Session Overview	Returns Holding Slide display to the general session overview.
<Modifier> + T	Toggle Full Screen	Toggles Holding Slide & Speaker Launch Window to Full Screen (without title bar).

- Event Presenter Hotkeys ONLY control Holding Slide & Speaker Launch Window views.
- They **DO NOT** select timer presets (use 4321 Timer 2-digit hotkeys above).

CRITICAL ON-SITE CHECKLIST & RULES

- **Conflict Test:** Perform a hotkey conflict test with PowerPoint and other software after initial setup.
- **Display Check:** Verify Holding Slide / Speaker Launch Window are full screen before session starts.