PhD POWERPOINT MARSHAL

Power Point Marshals must attend training at Docklands Stadium, Victory Room B, Gate 2, level 1 on Wednesday 12 December from 11.30 - 1 pm. After lunch (provided) attend registration and training in Victory Room A.

Specific Location
At the end of the red carpet

Number of Staff
1

Reports to
Sarah McFarlane (PowerPoint Manager)

Responsible for
Operating PhD laptop PowerPoint presentation, located at the end of the red carpet.

Specific tasks

- Upon arrival compare the PowerPoint presentation with the PhD list of students and report any errors straight away to the PowerPoint Manager.

- The PhD students will be presented on different stages but operated from one central point which is you.

- A slide containing the logo will act as a holding slide until the PhDs are ready for presentations and will also appear on every other stage.

- When all PhD presentations are finished, move to the last holding slide (RMIT logo)

- At the conclusion of the ceremony, close laptop without shutting down and place it and associated power cables and mouse into bag and return to the Media Centre.