

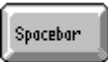










Countdown Timer Manual

The program counts down the time allocated to a speaker's talk, and responds to a small number of keystrokes as shown below. The principle of the program is that each speaker is allocated a specific amount of time in the schedule, and that this time includes five minutes for questions.

The initial time of the clock is pre-set to the speaker's allocated time minus five minutes. The countdown is then started using the space bar, and the digits are shown in green to indicate that the speaker is within his/her time limit. If the speaker goes over time, the digits change to red and the display becomes negative. It is during this time that the session chair should feel within their rights to ask the speaker to conclude, but only if it is not clear that the end is in sight. Once the session chair invites the audience to ask questions, press "Q" – at this point the display changes to light blue, and begins a countdown of the five minutes allocated for questions. If the speaker goes over time, that time is *subtracted* from the question time. If the speaker finishes early, the unused time is *added* to the question time.

The program makes it easy for session chairs to keep to the schedule, which is especially important for conferences that make use of parallel sessions. The five minute period for questions can serve as a buffer; if a speaker goes over time, the chair can limit the number of questions accordingly. If speakers leave no time for questions and discussion, then they have only themselves to blame.

In order to display a conference logo alongside the clock, you will need to create a bitmap image of 160x160 pixels. This file *must* be named "logo.bmp".

	Start / Stop-reset
	Go to question time (i.e. add 5 minutes to current display)
	Toggle intensity of display (i.e. bright/dim)
	Toggle clock on/off (in case there is a reason not to display the clock)
	Toggle logo on/off
 ... 	Preset start time to 15:00 (F1) to 55:00 (F5) minutes (i.e. for 20 to 60 minute talks)
	Set start time to 00:06 (for testing the program)
	Increase time by 1 minute intervals below 5 min, and 5 minute intervals between 5 and 60 min
	Decrease time (intervals as above)
	Terminate program