

# Villanova University Conference Services

## Meeting Room Media Technology (AV Equipment)

FY13 (May 19, 2012 – May 17, 2013), including summer 2012

Every classroom/meeting room at Villanova has *wired* high-speed, **internet connectivity** (at least for the presenter), an **LCD (data) projector**, a drop-down **projection screen**, a **VCR/DVD player**, **whiteboard/blackboard**, **podium/lectern** and an **overhead projector**. The buildings on campus also have a **guest wireless internet access** account option that can be pre-arranged through the Office of Conference Services (610-519-7790).

By request, a portable PA system and/or sections of stage risers can be added to a larger event room for which there could be a nominal fee. A limited number of easels can be provided at no charge.

A user's rental fee always includes the use of the built-in AV equipment mentioned above. Conference Services staff can meet a client representative in advance of the meeting date and explain the operation of the equipment. Clients need to supply their own laptop computer, which connects to the LCD projector via a VGA cable supplied in the room. This connection cable is for PC-type computers. Clients will need to bring their own adaptor to connect a MAC-type computer via this cable.

On-site technical support staffing during a meeting must be provided at a client's additional expense, unless otherwise noted in a license agreement. If a client desires, an audio-visual equipment operation instructional session can be scheduled in advance of the meeting through the Office of Conference Services at no charge. The Connelly Center has management staff on site to assist with audio-visual needs in the meeting/event rooms located in this building. If a client desires additional audio-visual equipment, staging, sound, lighting, etc in any location, it may be rented from an outside source.