Villanova University Conference Services
Meeting Room Media Technology (AV Equipment)
FY18 (May 21, 2017 – May 19, 2018), including summer 2017

Built-In Media Technology: Every classroom/meeting room at Villanova is equipped with a public-access (no user name or password needed), hard-wired, high-speed, internet connection port at or near the podium (via an Ethernet connection cord). In addition, there is an LCD projector, a drop-down projection screen, a whiteboard/blackboard and podium/lectern in each room. Some classrooms also still have DVD/VCR players; if not, please ensure that you can play any DVD clips that may be part of your program via your laptop.

Guest wireless internet access is available in all buildings via the “VUGuest” wireless network. On your device, in the list of available Wi-Fi networks, look for the “VUGuest” network name. Connect to the network, open any browser and follow the simple self-registration prompts to create an individual Wi-Fi guest account username and password. Guest accounts are valid for variable periods of time, depending on campus location and time of year. If you are prompted to create a new account after a few days of use, your initial account has expired. Just create a new account if this is the case.

A user’s rental fee always includes the use of the built-in AV equipment mentioned above. By arrangement initiated by the guest group, Conference Services staff will meet a client representative in advance of the meeting on site and explain the operation of the equipment. Clients will need to supply their own laptop computer, which connects to the LCD projector via a VGA cable supplied in all classrooms/meeting rooms. Most classrooms also have HDMI cables and Apple Mini DisplayPort cable connections. Users are responsible for bringing the proper adaptors to ensure that they can connect their laptops via the cables and connections provided, VGA in all locations, HDMI and Mini Display Port in most event rooms and classrooms. Conference Services cannot provide laptops or adaptors.

By request, a portable PA system, projection screens and/or sections of stage risers can be added to a larger event room for which there could be an additional fee if not present in the event space. If a client desires additional media technology, distance technology, videotaping, staging, sound, lighting, drapery, etc. in any location, it may be provided by the University’s Media Technology Department for an additional fee. It can also be that additional specialized AV equipment or services must be obtained from an outside source. Conference Services can refer guest organizations to outside vendors in these regards.

On-site, technical support staffing during a meeting must be provided at a client’s additional expense, unless otherwise noted in a license rental agreement. Assistance from Villanova Media Technology staff in setting up AV connections for a meeting can be sought during their normal weekday, daytime and early evening hours during the fall and spring academic semesters and during weekday, daytime hours in the summer semester at 610-519-5631.

The Connelly Center is a managed facility and has support staff on site to assist with an orientation to the audio-visual equipment in the meeting/event rooms located in this building as well as Garey Hall and Dougherty Hall locations on campus.