

# Villanova University Conference Services

## Meeting Room Media Technology (AV Equipment)

FY22 (May 16, 2021 – May 14, 2022), including Summer 2021

**Built-In Media Technology:** Every classroom/meeting room at Villanova is equipped with a public-access (no user name or password needed), 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. Please ensure that you can play any DVD/video clips using your laptop to be viewed via the in-room projection system.

A user's rental fee always includes the use of the built-in AV equipment mentioned above. By arrangement of 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 need to supply their own laptop computer and proper adapter to ensure that their laptop can connect to the LCD projector/classroom system via one of the connection cables supplied in all standard classrooms (HDMI/Apple Mini Display Port/ VGA). For non-classroom meeting rooms, please come prepared with adapter as needed to connect your laptop via HDMI/Apple mini display port/VGA cable (varies by location). Conference Services does not provide laptops or adapters.**

**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 windows of time, depending on campus location/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.*

By request, a portable PA system, projection screens, pipe & drape and/or sections of stage risers can be added to a larger event room for which there would be an additional fee if not present in the event space. If a client desires additional media technology, distance technology, videoconferencing, staging, recording, sound, lighting, etc. in any location, it may be provided by the University's Media Technology Department for an additional fee, in coordination with Conference Services. It can also be that additional 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.

**Connelly Center, Garey Hall and Dougherty Hall** contain managed event space with some built-in AV equipment unique to them and have (Connelly Center) support staff available to assist with an orientation to the audio-visual equipment in the meeting/event rooms located in these buildings.