Villanova University Conference Services
Meeting Room Media Technology (AV Equipment)
FY19 (May 20, 2018 – May 18, 2019), including summer 2018

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, but please ensure that you can play any DVD/movie 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 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.

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 adaptors to ensure that their laptop can connect to the LCD projector via one of the connection cables supplied in all standard classrooms (VGA/HDMI/Apple Mini Display Port). For non-classroom meeting rooms, please come prepared with adaptors as needed to connect your laptop via VGA and HDMI cable (varies by location). Conference Services does not 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 would 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, 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.

The Connelly Center is a managed facility with some built-in AV equipment unique to it 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.