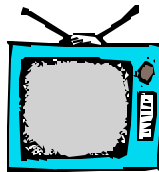


Audio/Visual Newsletter

by Mihael Lopatko, A/V Engineer

The purpose of this audio-visual (AV) newsletter is to provide information to anyone who is planning to use A/V equipment for his/her meeting. Included are some tips for you to think about so your A/V experience will be as trouble-free as possible.

A/V equipment can be provided for use in many different situations. For instance, we can provide Televisions, VCR, CD, Tape-CD players, Tape Recorders and LCD Projectors. Options available for presenters include microphones (lavaliere and handheld) as well as a Portable Sound system. Whether you're planning a small business meeting or all day seminars, we can provide you with equipment to fit your business needs to make your meeting more productive and enjoyable.



The Governing Board Room has a dedicated computer system and is able to handle most of your applications, media, and audio and video plug-ins for browsers in addition to the ability to project your presentation to an overhead screen. We can customize the sound and/or video system for your presentations. The PA system gives you an option of using handheld microphones, desktop microphones, and/or lavaliere microphones in combination with music, TV, CD, and tape listening. Videoconferencing, audio video recording and laptops are not currently available at the DSSC site. Future needs in this area will be under review. Any other meeting area or conference room, excluding the Governing Board Room, requires you to provide your own laptop or borrow one from another area. A/V Support has one laptop for emergency backup purposes only.

The Audio/Visual technicians are constantly presented with new challenges. Either a customer forgets his/her presentation or realizes at the last minute (emergency disaster) he/she needs microphone or video assistance. For instance, you never know when a guest speaker is going to bring a musician who will need a microphone or bring two presentations on different media and one presentation has to be transferred to CD or floppy disk. Be prepared for those surprises, as much as humanly possible. It is also a good idea to back up your presentation on a different form of media, such as Zip, CD or on a network drive. Filling out the A/V request form completely with as much detail as possible will reduce also avoid potential problems.



These are certainly not hard and fast rules, but the more information you can provide on any event can't hurt. Remember, prepare for the unknown, be in control of the show, and let A/V Services assist you in making your presentation successful.

Now that we are all organized and prepared, it's SHOW TIME!!