

# VPSTC Use Policy: A/V and Printed Material



- All users must notify the VPSTC Customer Relations Coordinator of needs at the time of the reservation of the space is made. This includes number of expected participants, preferred set-up style for the room (classroom, rounds, no tables, etc.), and any A/V needs, such as microphones (number and type), use of projector, or internet connectivity for the instructor
- Knox Hall offers wired internet for the presenter's computer. There is NO WIRELESS INTERNET CONNECTIVITY in Knox Hall
- Smyth Hall does have COV wireless internet connectivity. COV internet is to be used for work or training purposes only and is not for the personal use of users
- Every effort should be made to provide the VPSTC Customer Relations Coordinator with a copy of the presentations, slides, videos, or anything that is to be presented electronically a minimum of 24 hours ahead of the scheduled event so they may be loaded on to the VPSTC Knox Hall computer. Knox Hall users MUST use the facility computer that is already connected to the integrated A/V system
  - VPSTC cannot guarantee that an outside computer will be compatible with our system
  - If they are not able to send materials ahead of time, users should plan to bring the materials on a mobile storage device (i.e., a USB drive)
  - VPSTC cannot guarantee that onsite tech support will be available, as multiple events/training may be taking place elsewhere on campus. Last-minute additions to the program are done so at the risk of the user
- All users should have any handouts or printed material copied and ready prior to arrival. VPSTC administrative staff may not be available to meet the last-minute needs of our users, so event coordinators should make adequate preparations ahead of time