

Audio-visual equipment and furnishings

You are responsible for submitting requests for audio-visual equipment, services and furnishings that your association will require throughout Congress. This includes access to equipment that may be built in to rooms as well as special equipment that needs to be brought in to a meeting room. Audio-visual equipment and services are rented for 4-hour or full-day periods. Furnishings are rented at a daily rate.

The menu is posted at www.congress2014.ca/organizers. For special services, beyond the online menu, please contact congress2014av@brocku.ca. Every effort will be made to accommodate audio-visual and furnishing requests, but there is no guarantee that an association will receive specific equipment requested. In the case that requested equipment is not available, you will be notified by early May.

Place requests for **audio-visual equipment and furnishing** using the Congress Request System (www.congress2014.ca/organizers) between **February 28, 2014 and April 11, 2014**. To submit a request, press the [+] button of the associated room request to expand the line and then click on the Equipment & A/V button. Only room requests that have a space allocated to them can have a request added. Remember that a default package has been ordered for you, and you have the responsibility to remove this request for any room bookings/events that do not require it.

Basic presentation package

The basic presentation package includes **computer, data projector, projection screen, internet access and sound system**.

\$30.00 for half day (4 hours)

\$60.00 for full day (8 hours)

The basic presentation package (8 hours) is automatically applied by default to every room you book in the Congress Request System. If you do not require the basic presentation package, you must remove it in the Congress Request System by **April 11, 2014**. Your association will be charged the full amount for the basic presentation package if you do not remove it by this date.

To remove or edit a request, click the [+] button of the associated room request to expand the line and then click on the Equipment & A/V button. Each request will then be displayed in the summary on the right, along with a button to edit or delete each item.

Overhead projector

\$6.50 for half day (4 hours)

\$13.00 for full day (8 hours) + Basic presentation package

DVD/VCR

\$12.50 for half day (4 hours)

\$25.00 for full day (8 hours) + Basic presentation package

Slide projector (35mm)

\$25.00 for half day (4 hours)

\$50.00 for full day (8 hours) + Basic presentation package

Document camera

\$85.00 for half day (4 hours)

\$170.00 for full day (8 hours) + Basic presentation package

Technical support

\$45.00 per hour (minimum of 2 hours)

Microphones and podiums

Lapel microphone

\$42.00 for half day (4 hours)

\$84.00 for full day (8 hours)

Wireless microphone and stand

\$42.00 for half day (4 hours)

\$84.00 for full day (8 hours)

Podium with microphone

\$31.00 for half day (4 hours)

\$63.00 for full day (8 hours)

Podium

\$18.50 for half day (4 hours)

\$37.00 for full day (8 hours)

Video conferencing room

Please contact congress2014av@brocku.ca to complete this request.

Webcasting

Available upon request on a first-come first serve basis. Please contact congress2014av@brocku.ca to complete this request. Prices will be determined based on your event details.

Sound systems

Please contact congress2014av@brocku.ca to complete this request. Prices will be determined based on your event details.

Furnishings (per item, per day)

\$15.00 – Poster Board (8' W x 4' H)

\$26.00 – Table with plastic top and skirt (6' W)

\$32.00 – Table with table cloth and skirt (6' W)

\$4.00 – White plastic stacking chairs

