

ISU Room/Space Setup

Contacts:

- **AV Staff** – located in CHE 206C, office phone: 208-282-7909 ○ Staffing is determined by student's schedules, leaving lots of uncovered time frames)
- **Micheal Timm** – located in TAB 204, office phone: 208-282-7856, email: timmmich@isu.edu ○ Available Mon.-Fri. 7:30 am to 4:00 pm

Standard Setup:

- **Classrooms:** All classrooms are equipped with standard AV equipment and are made available to the presenter. (i.e. computer with USB port, projector, and speakers)
- **Auditorium (TAB 200)** – The auditorium is equipped with a regular podium, a podium w/computer, a projector and screen, sound system, 2 lapel mics, 6 wireless handheld mics, stage lighting, DVD player, PowerPoint clicker with laser pointer, extra tables & chairs.
- **VGA Connection:** All rooms are equipped with a VGA cable so presenters can connect their own laptop to the projector. Presenters must bring their own adapter if their laptop does not have a VGA port.
- **Setup Time:** All events are to be set up 10-20 minutes before the start of the event. If additional time is needed, the facilitator must contact Micheal Timm to coordinate details.
- Once the event is up and going, the AV staff returns back to their office. If further assistance is needed, contact the AV staff first. If they are not available, contact Micheal Timm.

Procedures

Additional equipment available upon request:

- **CHE Rooms** -- Wired handheld mic, document camera, overhead projector, extra tables, and chairs.
- **TAB 200** -- Document camera, overhead projector, extra tables and chairs are available upon request.
- Wifi connection to the internet (with network and password) is available in classrooms. ○ **Note:** In CHE rooms, PowerPoint clickers and laser pointers must be provided by the instructor.
- Instructors must bring their own extension cords and adapters for the VGA cable.
- Instructors are responsible for managing their own PowerPoint or slide presentations. As a backup, bring a Google Drive or flash drive that includes the presentation.
- **Classroom limits:** Each room has a maximum capacity. **These limits cannot be exceeded.** Chairs from other classrooms may not be brought in. Also, people may not sit on the steps.
- **Signage:** Do not use tape, tacks, nails or staples to attach a sign to walls, doors (including outside doors), windows, etc. *Exception:* You may attach one sign to the board on the TAB 200 door. Remove the sign after the class.
- **Items prohibited:** No open flames of any kind are permitted in the classrooms. This includes candles, cooking equipment, food preparation, glitter, confetti and any other fine-type materials.
- **Items permitted with approval** – Crafts, glue, food or anything else that could cause a mess must be approved by Micheal Timm. All messes must be cleaned up at the end of the class.
- **Room Setup:** Rooms may be rearranged and must be returned to the normal setup at the end of the class.
- **Time Frame:** The class is scheduled for a particular time, and everyone must vacate the classroom within 15 minutes after the allotted time frame. Hanging around afterwards interferes with ISU's needs.
- **Safety:** The facilitator is responsible to make sure everything is conducted in a safe manner.
- **Parking Pass:** Everyone in attendance, including the instructor(s), must have a parking pass visible in their car window. Otherwise, they could receive a parking ticket that includes a sizable fine.