

# Audio Visual Services

AVS Office hours: Monday - Friday 7:00 A.M. - 5:00 P.M

IT Help Desk Line: 410-677-5454

## Staff:

Jennifer Caddell, Supervisor; Office: TE201C Phone: 410-543-6463

Email: [jccaddell@salisbury.edu](mailto:jccaddell@salisbury.edu)

Wayne Earp, IT Support Associate

James Ellis, IT Support Associate

## AVS Meeting/Event Support

- AVS supports events in classrooms and conference rooms in Academic buildings during normal business hours.
- Typical support includes AV system startup, Presentation startup, and microphone assistance.
- Use the Browse locations link in EMS and click on the features tab for different rooms to help you determine which room or rooms will best meet your needs.
- As much as possible please know your audio visual needs and review available features in spaces you are considering for your event before making your reservations.

## Things to keep in mind

- AVS no longer has portable AV carts, laptops or projector screens. Therefore it is very important that you ensure the rooms you are reserving have the proper A/V equipment required for your event. We do have two portable microphone/speaker systems that can be setup in rooms on an as needed basis, but these may not be considered esthetically pleasing to some.
- If additional microphones are needed this must be included in the "Special Instructions" under Request A/V Setup Technician in EMS. Additional microphones can only be accommodated in rooms that show "multiple microphone inputs" listed under the features tab (this is typically our auditorium/tiered classrooms). When requesting additional microphones please keep in mind we need access to the room at least 2-3 hours in advance of the

start of the event to setup and test. We will do our best to accommodate last minute requests, but cannot guarantee all requests can be accommodated.

- Please indicate the **EXACT** times you will need technical support for your event. Please do not request support for the duration of your event if technical support is only needed for the startup.
- If professional, production level video recording is needed for any AVS supported meetings or events an outside company such as Mid-South Audio or PAC 14 will need to be contracted to do the recording. AVS can assist with recording, utilizing SU's lecture capture system Panopto via web cam, or by a student videographer from Media Services using a video camera for record keeping purposes, but production level recording should always be outsourced. If requesting a videographer from Media Services you will need to give them at least two weeks notice since a videographer will need to be scheduled and are not available on a day to day basis.