

AUDIO-VISUAL AND EQUIPMENT MENU

The University of Calgary is happy to help you with all audio-visual equipment, services, and furnishings that your association will require throughout Congress. This includes access to standard equipment already built into rooms, as well as special equipment that may need to be brought into a meeting room.

Place requests using the Congress Request System (www.congress2016.ca/organizers) between **February 29, 2016 and April 8, 2016**. For tips and instructions, check out this **Tip sheet**.

Please note: the *Basic AV package - Full day* is automatically ordered by default for every room/event you have booked in the Congress Request System. If you do not require this package, you must remove it from the system by April 8, 2016. Your association will be charged the full amount for this package if you do not remove it by the deadline.

Basic AV Package

Includes: computer with internet; DVD playback; projector; screen; and wireless lavalier microphone in rooms with a capacity of over 70 people.

Basic AV package – Full day \$70.00

The full day package is applicable to any period of more than 4 hours.

Basic AV package – Half day \$40.00

The half day package is applicable to any period of 4 hours or less.

A La Carte Equipment

Laptop computer (Windows)	(per day) \$35.00
Presenter remote	(per day) \$5.00
8' tripod screen	(per day) \$5.00
12' post & cradle screen	(per day) \$55.00
Data projector	(per day) \$75.00
VGA adapter for Mac's (various types; limited quantity)	(per day) \$5.00
Video switcher	(per day) \$150.00
Press feed (6 channel)	(per day) \$15.00
Hand-held wired microphone (with stand)	(per day) \$5.00
Hand-held wireless microphone (with or without stand)	(per day) \$25.00
Lapel wireless microphone.....	(per day) \$25.00
Wireless microphone headset.....	(per day) \$30.00
Digital audio recorder	(per day) \$30.00

PA & Sound Systems

PA systems are available, ranging from \$50.00 - \$150.00. Final prices are dependent on room location and requirements. Someone from the university will contact you regarding pricing should you request this via the Congress Request System.

Video & Streaming Service

HD video cameras (for recording, streaming, or IMAG) are available at a cost of \$75.00 per day, plus the cost of an onsite technician. Streaming services can be added for an additional \$275.00 per day. Final prices are dependent on requirements. Someone from the university will contact you regarding pricing should you request this via the Congress Request System.

Simultaneous Interpretation

Interpretation services are provided at going rates through external providers. Someone from the university will contact you regarding pricing should you request this via the Congress Request System.

Systems for the Hearing Impaired

Systems for the Hearing Impaired are provided at going rates.

Furnishings

Poster board (8' W x 4' H)	(per item/per day) \$30.00
Table (6' W with skirting and table cloth)	(per item/per day) \$15.00
Plastic chair	(per item/per day) \$5.00
Acrylic lectern (with university logo)	(per item/per day) \$75.00

Technical Support

Basic technical support is provided to all associations as part of your Congress participation, on demand. However, depending on your program, you may wish to book a dedicated onsite technician during specific events. Depending on your requirements, technical support may also be mandatory.

On-site technician (between 8:00-20:00).....	(per hour) \$40.00
On-site technician (before 8:00 or after 20:00).....	(per hour) \$60.00

Special Requests

For special equipment or services beyond this menu, please select it from the drop down menu in the Congress Request System and someone from the university will contact you. Note that additional fees will apply to reserve equipment that is not on the above list.

Every effort will be made to accommodate your requests, but there is no guarantee that an association will receive specific equipment. In the case that requested equipment is not available, you will be notified by early May.

If you have any questions please contact audiovisual2016@ucalgary.ca.