

**Classroom & Event Technology** provides support to the entire college community, focusing on classroom AV, presentation and exhibition technologies. Our services include assistance with AV equipment set-up and operation, tech support and documentation of lectures and events, and workshops on classroom and exhibition equipment usage.

## Classrooms

### Main Building e-classrooms 101, 320, 410, 414, 432

LCD touchpanel control  
1024 x 768 resolution data/video projection  
3 computer projection inputs  
DVD + VHS playback  
S-video + analog audio inputs  
7.1 surround sound  
35mm slide projection (410, 414)

### Main Building e-classrooms 434, 440

LCD touchpanel control  
1280 x 800 resolution data/video projection  
3 computer projection inputs  
DVI/HDMI input  
DVD + VHS playback  
S-video + analog audio inputs  
7.1 surround sound

### Main Building e-classroom 230

LCD touchpanel control  
1400 x 1050 resolution data/video projection,  
6-axis (RGBCMY) Color Adjustment  
3 computer projection inputs  
DVI/HDMI input  
DVD + VHS playback  
S-video + analog audio inputs  
7.1 surround sound

### Main Building e-classroom 416

Wireless LCD touchpanel control  
1024 x 768 resolution data/video projection  
6 computer projection inputs  
DVD + VHS playback  
S-video + analog audio inputs  
7.1 surround sound

### Main Building 430

52" 1920 x 1080 resolution HD LCD monitor, laptop input  
Stereo sound system

### Main Building 231, 330, 331

1280 x 800 resolution data/video projection  
Instruction station and/or laptop inputs  
Stereo sound system

### Main Building 130

1024 x 768 resolution data/video projection  
Instruction station and/or laptop inputs  
DVD + VHS playback  
Stereo sound system

### Morrison M218

42" 1920 x 1080 resolution HD LCD monitor  
Laptop input  
DVD + VHS playback  
Stereo sound system

### Morrison M219

1024 x 768 resolution data/video projection  
Laptop input  
DVD + VHS playback  
Stereo sound system  
35mm slide projection

### Morrison M200

1280 x 800 resolution data/video projection cart  
Laptop input  
Stereo sound system

## Presentation Rooms

Contact us for more information regarding technical support and set-up for events, lectures and presentations.

### Auditorium 150

Wireless LCD touchpanel control  
1024 x 768 resolution data/video projection  
4 computer projection inputs  
DVD, VHS +MiniDV playback  
S-video + analog audio inputs  
7.1 surround sound  
35mm slide projection  
16mm film projection

### Auditorium 140

1024 x 768 resolution data/video projection  
computer projection input  
DVD +VHS playback  
S-video + analog audio inputs  
5.1 surround sound  
35mm slide projection  
16mm film projection

### College Center 240

1024 x 768 resolution data/video projection  
computer projection input  
DVD + VHS playback  
cable television input  
Fully equipped performance space with P.A.  
and lighting systems

### Morrison Screening Room M204

1400 x 1050 resolution data/video projection,  
6-axis (RGBCMY) Color Adjustment  
iMac and laptop inputs  
DVD + VHS playback  
5.1 surround sound  
35mm slide projection

## Event Technical Support Policies and Procedures:

Planning an event and require assistance with audio-visual support? We routinely provide tech support for College events, including audio/video recordings, equipment set-up and technical support services.

### When is a technician necessary?

For events in Auditorium 150 or the College Center an AV Support technician is necessary to insure smooth delivery of presentations and screenings. Public events require a technician for the duration of the event. Other events, critiques and screenings may only require a technician for set-up. Please contact AV Support for more information.

### What is the cost for technical support?

For evening events and when a technician is necessary for the duration of the event, the cost is \$15.00 per hour, with a 3-hour minimum charge. This cost is billed back to the department sponsoring the event.

There is no charge for equipment set-up assistance and trouble shooting.

### How to request technical support:

When reserving a room for your event, you may request a technician through the on-line *Room Reservation Form*:

[https://secure.mcad.edu/intranet/modules/forms/room\\_request.php](https://secure.mcad.edu/intranet/modules/forms/room_request.php)

This is preferred, as your tech request will be processed along with your room reservation.

Technical assistance may also be requested directly through the *Online Help Request Form*:

[http://intranet.mcad.edu/modules/forms/help\\_request.php](http://intranet.mcad.edu/modules/forms/help_request.php)

Please allow 5 business days for your request to be processed.

### Event Documentation:

We can audio/video record your event. In addition to staff hourly time, materials (recording media) will be charged to the sponsoring department. Please allow at least 7 business days lead-time for scheduling and delivery of recorded media.

## AV & Exhibition Equipment

We offer consulting services and a wide variety of technologies for exhibitions, events and classroom use, Please contact us to assist you with planning student installations or other curricular needs.

To request equipment to be used in an exhibition, go to our *Online Exhibition Equipment Request Form*:

[https://secure.mcad.edu/intranet/modules/forms/exhib equip\\_proposal.php](https://secure.mcad.edu/intranet/modules/forms/exhib equip_proposal.php)

## Contact Information:

### Classroom & Event Technology

**e-mail:** [av\\_support@mcad.edu](mailto:av_support@mcad.edu)

**phone:** 612.874.3746 ext. 1746

**office:** room 319, main building

**intranet:** [http://intranet.mcad.edu/modules/ds\\_custom/cet/](http://intranet.mcad.edu/modules/ds_custom/cet/)

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