Bowdoin

Event Technology Services:

Policy and Procedures
ETS Room Guide
Glossary
AV Quick Reference Guide

Event Technology Services Emergency Number – (207) 725-3434
EventTechServices@bowdoin.edu

Event Technology Services (ETS) is available to all Bowdoin: Faculty, Staff and Students. ETS supports all event technology in:

- Schiller Multi-Purpose Room
- Kresge Auditorium
- Roux Lantern
- Bowdoin Chapel
- Cram Torrey Barn
- Daggett Lounge
- Thorne Dining Room
- Main Lounge
- Lancaster Lounge
- Morrell Lounge
- Kanbar Auditorium (*Faculty and Staff special use only*)
- Mills Event Hall Room 220 (*Faculty and Staff special use only*)
- Pickering Room
- Shannon Room

Scheduling Procedures

All inquiries for service are to be submitted via TDX Ticketing.

Please reference the AV Guide before requesting an event space for best results.

All AV requests must be submitted no later than two weeks before your event.

We will always do our best to accommodate all requests at any time however we may not be able to accommodate your event outside of these guidelines.

You will receive an automated email listing your event as: *"In Process"* when we have reviewed your ticket and *"Appointment Scheduled"* after your event has been added to the ETS schedule.

Note:

Most classroom spaces, when used for events, have self-service technology. If you are reserving a classroom space for an event, training is available, and recommended, for the technology in the room. Please request technology orientation online.

Please take into account electrical needs and contact the electric shop to provide power for outside events.

An A'la Carte menu of available AV equipment is available in the AV guide, you may add any of this equipment to any event space however not all of this equipment is suitable for every space. ETS staff will make every effort to consult and make this equipment available to you.

Video Services

ETS video policies and services are only applicable to ETS spaces, routine classroom support and equipment is handled by the Classroom Support Team.

Livestream services must be requested by Bowdoin Staff or Faculty and are available in any space on campus that is within network coverage. ETS will make every effort to provide you with a livestream if you are in need of one however there are cases where other options are better suited, please allow time for collaboration so that we are able to find the best solution for your event. Zoom and Teams rooms are also available for these events.

> *Please note that we are only able to provide one live event at a time so the sooner that you book your event the higher the likelihood that you will be able to secure a spot.*

> *It should also be noted that any livestream will require a human captioner to be assigned to the livestream for ADA compliance.*

Hybrid services (i.e. Teams / Zoom) are available in any space that does not feature theater seating. We recommend that hybrid services be utilized with a U Shape or Hollow Square table configuration.
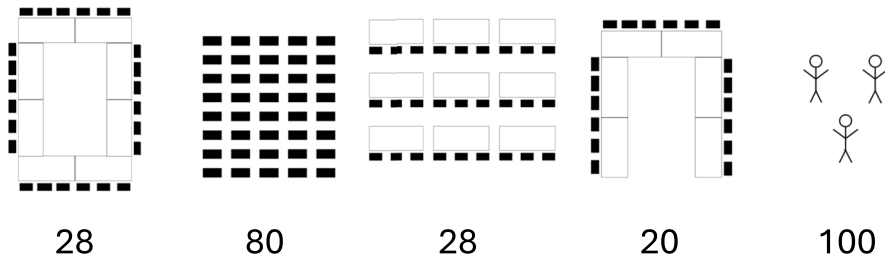
Video recording is available on a case by case basis, post production needs may not be available during periods when there are a high volume of ETS requests. If you are in need of video recording please consider a classroom environment with Panopto capabilities as this feature is largely self service.

Schiller Coastal Studies

Multi-Purpose Room

Available Seating Options and Capacities:

| 28 | 80 | 28 | 20 | 100 |

Available AV:

- Podium Mic
- 2 Wireless Handheld Microphones*
- 2 Wireless Lav Microphones*
- Projection
- Mac Mini
- 3 Mobile TV Carts with Apple TV

- 2 XLR Inputs
- 1 HDMI Input
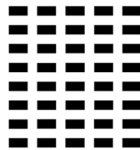- 1 HDMI Output
- Hybrid Enabled
- Livestream Enabled

*Only 2 total Wireless Microphones available at a time in any configuration.

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Visual Arts Center

Beam Classroom

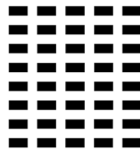Available Seating Options and Capacities:

77

Available AV:

- 1 Wireless Lav Microphone
- Catchbox
- Mac Mini
- HDMI at front of room
- Hybrid Enabled

Bowdoin

Visual Arts Center

Kresge Auditorium

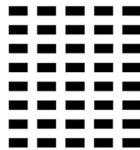## Available Seating Options and Capacities:

262

Available AV:

- Podium Microphone
- 4 Handheld Microphones
- 3 Lav Microphones
- Projection
- MacBook at podium
- Blu-ray Player at stage left

- HDMI in at podium
- HDMI in at booth
- 1 XLR in at center stage
- 1 XLR out at booth
- Livestream Enabled

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Roux Center for the Environment

Roux Lantern

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Available Seating Options and Capacities:

75

Available AV:

- 2 Handheld Microphones
- 2 Lav Microphones
- Projection
- Blu-ray player
- HDMI in

- 2 XLR in stage left
- 2 XLR out stage left
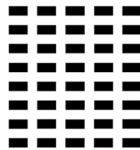- 2 XLR in stage right
- 2 XLR out stage right

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Bowdoin Chapel

Chapel

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Available Seating Options and Capacities:
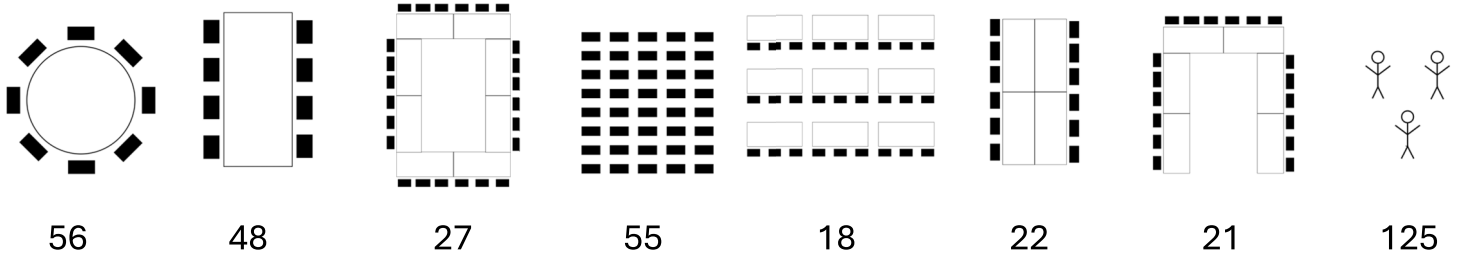
275

Available AV:

- Podium Microphone
- 2 Handheld Microphones
- XLR out at rack
- Livestream enabled

Cram Alumni House

Torrey Barn
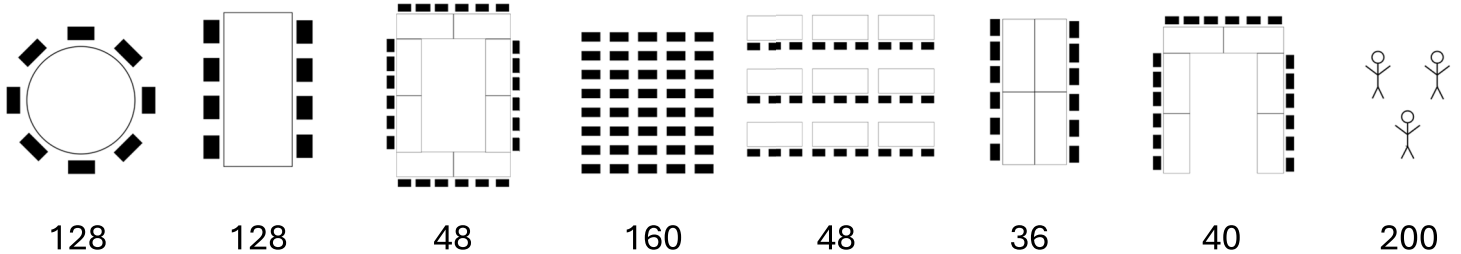

Available Seating Options and Capacities:

| 56 | 48 | 27 | 55 | 18 | 22 | 21 | 125 |

Available AV:

- Podium Microphone
- 1 Handheld Microphone
- Projection
- Mac Mini
- DVD Player

- VCR
- HDMI in at podium
- Hybrid Enabled

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Thorne Hall

Daggett Lounge

Available Seating Options and Capacities:

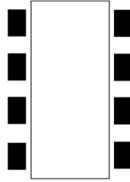| 128 | 128 | 48 | 160 | 48 | 36 | 40 | 200 |

Available AV:

- Podium Microphone
- 4 Handheld Microphones
- 2 Lav Microphones
- Projection
- HDMI in at Podium

- HDMI in at rack
- HDMI out at rack
- XLR In at rack
- XLR out at rack
- Hybrid Enabled

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Thorne Hall

Thorne Dining Room

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Available Seating Options and Capacities:

456

Available AV:

- 2 Handheld Microphones
- 2 Lav Microphones
- Projection*
- HDMI in at screen
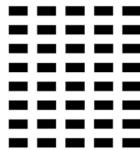- HDMI in at rack

- 4 XLR in at screen
- 1 XLR out at rack

* Projector requires ETS setup.

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H&L Library

Screening Room

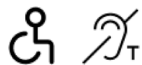♿

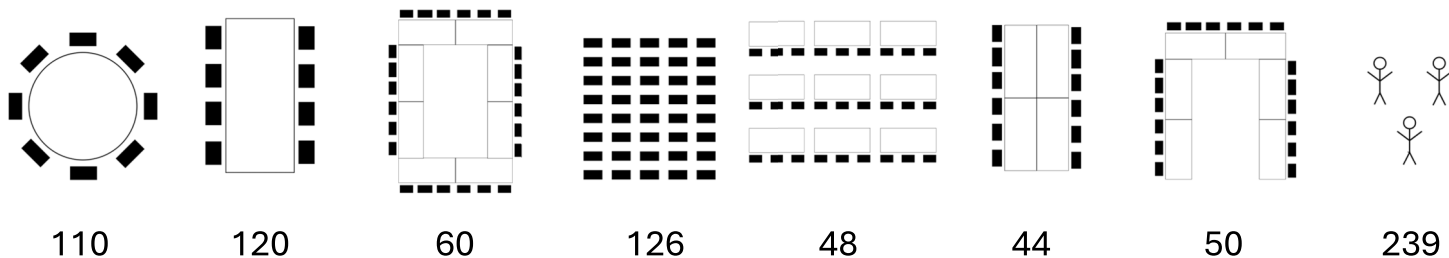## Available Seating Options and Capacities:

18

Available AV:

- 5.1 Surround Sound
- 80" TV
- Mac Mini
- Blu-ray player
- HDMI in at front of room

Bowdoin

Moulton Union

Main Lounge

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Available Seating Options and Capacities:

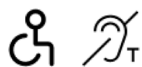| 110 | 120 | 60 | 126 | 48 | 44 | 50 | 239 |

Available AV:

- 4 Handheld Microphones*
- 4 Lav Microphones *
- Projection**
- 6 XLR in at rack
- 1 XLR out at rack

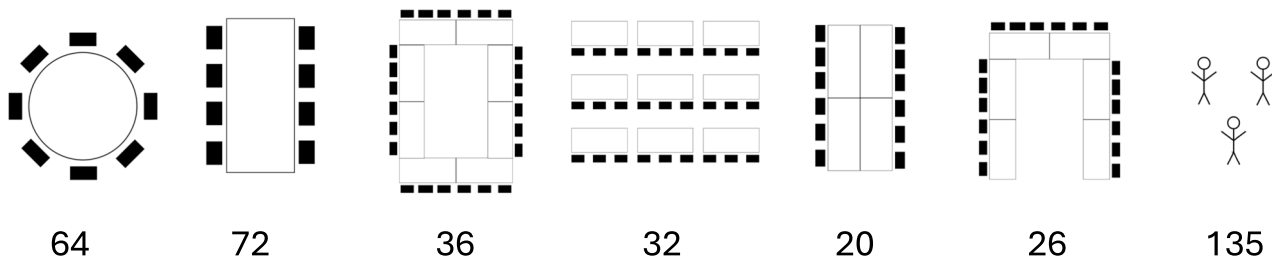*Only 4 total Wireless Microphones available at a time in any configuration.
** Projector requires ETS setup.

Bowdoin

Moulton Union

Lancaster Lounge

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Available Seating Options and Capacities:

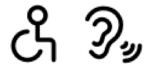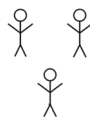| 64 | 72 | 36 | 32 | 20 | 26 | 135 |

Available AV:

- 1 Handheld Microphone
- 1 Lav Microphone
- Projection
- HDMI in at rack
- 6 XLR in at rack

- 1 XLR out at rack
- Livestream Enabled
- Hybrid Enabled

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Smith Union

Morrell Lounge

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Available Seating Options and Capacities:

470

Available AV:

- 2 Handheld Microphones
- 2 Lav Microphones
- Bluetooth
- Projection
- HDMI in at screen

- HDMI in at room right
- HDMI in at room rear
- 2 XLR in at room right
- 2 XLR in at room rear

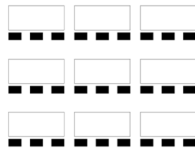**Bowdoin**

Pickering Room

Hubbard Hall

Available Seating Options and Capacities:
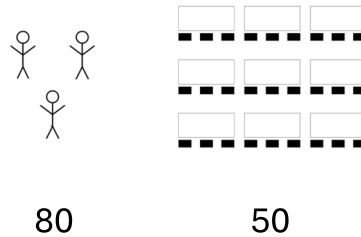

50

Available AV:

- 2 Catchbox
- Wireless Lav
- Projection
- HDMI in at presenter station
- Document Camera

- Mac Mini
- Blu-ray player

Bowdoin

Shannon Room

Hubbard Hall

Available Seating Options and Capacities:

80   50

Available AV:

- 1 Handheld Microphone
- Projection
- HDMI in at center of the room
- Blu-ray Player
- Aux in for music

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Additional Equipment

A'la Carte

- Slide Advancer
- Meeting Owl
- Huddly Camera
- Macbook Pro
- Wireless Speaker
- Wired Handheld Microphone
- Wireless Microphone
- PA Speaker with Stand
- Soundport for Phone or Laptop
- Bullhorn (Bowdoin Staff and Faculty only)
- TV on Cart

Bowdoin

Glossary

Handheld Microphone

This is our most common microphone option. All of our spaces offer wireless versions however wired options may be used for outside events. Great for Q&A, freeform lectures and in many cases will be used on a stand at a podium for versatility.

Wireless Lav Microphone

The wireless lav is composed of two pieces: a bodypack (Pictured) and a thin wire with a microphone on the end. This option is ideal if a presenter is moving around a lot or needs to be hands free. Please consider clothing with this option, the microphone is worn on a lapel, necktie or the collar of a shirt. The bodypack can be placed in a pocket, worn on a waistband or a belt.

Podium Microphone

This microphone is also known as a Gooseneck however we almost exclusively use them at podiums. The version pictured has a base and is used at podiums without gooseneck mic holders. For informal events your technician may choose to use a Handheld Microphone on a stand.

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Glossary

Catchbox

The Catchbox is a foam cube with a microphone inside. Perfect for interactive sessions this box is thrown around the room allowing participants to deliver remarks and Input while being reinforced by the in room sound system.

XLR Input / XLR Output

XLR is a type of cable used for audio. XLR input is needed when you want to add supplemental audio equipment. XLR output is needed if you want to feed audio from your event to a platform such as zoom or livestream or if you Would like a recording. Only technicians will use these during an event however it may be important to note their availability.

Soundport

A Soundport is a device that allows you to connect a phone or laptop to professional sound equipment. Each Soundport has a standard headphone cable attached to it and also comes with a USB C adapter for devices without a headphone jack. The Soundport also has a volume knob for additional control.

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Glossary

PA Speaker with Stand

A PA speaker is simply a powered speaker that can be placed in any setting where installed sound is not present. We can connect any audio equipment from our A'la Cart Menu to a PA speaker both indoors or outdoors. Please note that power must be available in order to use these speakers.

Wireless Speaker

The wireless speaker is a battery powered alternative to our PA Speaker, a stand is also available for this option. This speaker can accommodate one wired handheld microphone or can play media via Bluetooth. This speaker is considerably smaller but can still get quite loud.

Slide Advancer

The Slide Advancer is compatible with all presentation Software and includes a laser pointer. Each slide advancer pairs to the computer with a USB stick and is plug and play.

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Glossary

HDMI IN / HDMI OUT
HDMI is the standard cable for video signals on campus and can be found anywhere that offers a visual medium. More commonly with current laptops an adapter will be required and this is also available. Where HDMI IN is the most needed application, we also offer HDMI OUT in select locations to support secondary displays such as confidence monitors.
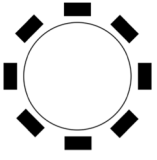
Meeting Owl
The Meeting Owl is a plug and play solution for hybrid meetings. This device features a 360° camera, multi-directional microphones and a speaker to hear digital participants. The Meeting Owl will automatically shift the camera perspective based on who is talking. This device works best in a hollow square or u-shaped table configuration.
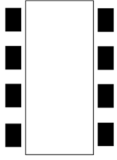
Huddly Camera
The Huddly Camera is an AI powered camera for hybrid meetings or presentations. This camera is plug and play and compatible with Zoom and Teams. The Huddly will sense all of the people on cam and adjust the shot accordingly to perfectly frame all participants. Unlike the Meeting Owl this solution is not 360° but does have a very sensitive microphone.
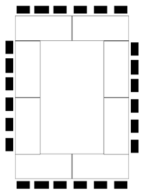
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Glossary

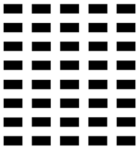### Banquet Rounds
Round tables with up to 8 seats each.

Banquet Rows
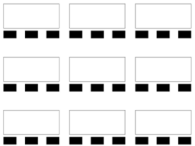Rectangular tables in rows with seating on either side.

Hollow Square
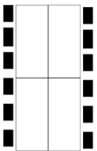Rectangular tables arranged in a square shape.

Lecture
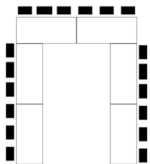Seating arranged in rows facing the front of the room.

Classroom Style
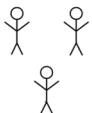Tables arranged in rows with 2-3 seats each facing the front of the room.

Conference
Tables arranged in a block with seating around.

U-Shape
Rectangular tables arranged in a U-Shape.

Standing Room Only
No tables or chairs.

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Glossary

Wheelchair Accessible
This room is accessible for patrons in wheelchairs. Access may require use of an elevator or lift.

Hearing Loop Available
Hearing loops, or induction loops, are available in this room. They are a type of assistive listening tool that sends presenter and audience sound directly to a person's telecoil-enabled hearing aids or cochlear implants.

Hearing Assistance Available
Portable radio receivers and headsets are available in this room. Radio headsets are available in limited quantities.

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	Handheld Microphone	Lav Microphone	Podium Microphone	Catchbox	XLR Input	XLR Output	Bluetooth	Projection	HDMI Input	HDMI Output	Blu-Ray Player	Mac Mini / Macbook	Livestream Enabled	Hybrid Enabled	TV Cart
Beam Classroom		●		●				●	●			●		●	
Chapel	●		●			●							●		
Daggett Lounge	●	●	●		●	●		●	●	●				●	
Kresge Auditorium	●	●	●		●	●		●	●		●	●	●		
Lancaster Lounge	●	●			●	●		●	●				●	●	
Main Lounge	●	●			●	●		●	●						
Morrell Lounge	●	●			●		●	●	●						
Roux Lantern	●	●			●	●		●	●		●				
Schiller Multi Purpose Room	●	●	●		●			●	●	●		●	●	●	●
Screening Room (H&L)								●	●		●	●			
Thorne Dining Room	●	●			●	●		●	●						
Torrey Barn (Cram Barn)	●		●					●	●			●		●	
Pickering Room		●		●				●	●			●	●		
Shannon Room	●							●	●			●			