

DEAN'S OFFICE SUPPORT SERVICE DEFINITIONS

Room Configuration

Our team will set tables and chairs per your design/request when reserving Holloway Hall or Ridley 302. Setup in other meeting spaces will be the responsibility of the event organizers.

Pre-event Audio Visual Consultation

Our team will meet with you during the planning phase of your event to discuss the A/V details outlined in your event request. We will provide training on the required equipment.

Audio Visual Setup

Our team will meet you up to 30 minutes prior to your event to prepare A/V connections such as displays¹, sound, microphones, and Zoom². This is another opportunity to receive training on the use of required equipment. If you require on-site A/V support for your event, please contact Kelly Bloem (kcb6g@virginia.edu) to discuss options.

¹Speakers using Macs should come prepared with a dongle to connect to HDMI.

²Event organizers are responsible for creating their Zoom meeting links in advance.

Video Production

Our team will provide video recording and/or streaming³ services from your scheduled meeting space. Tom Rose will work with you in advance to understand the desired end product, consult on best practices for successful video streaming/production, and make edits to the raw video. We can also edit video from recorded Zoom meetings.

³Streaming service costs will be covered by the department/organization hosting the event.

Photography

Our team may be available during your event to take photos, an advanced consultation will be scheduled to understand your photography needs.

Publishing to EHD Event Calendar

Our team will share the details of your event to the public facing event calendar hosted on the EHD website. <https://education.virginia.edu/events-listing>

Special Items

Our team can provide additional items (full list below) to assist in your meeting success. Easels

- Flip chart posters
- White table linens
- EHD logo table linens
- Table numbers and holders