

Planning AV for your event

All general use classrooms are equipped with:

- Sound system for laptop/video
- Video-Data Projector (VDP)
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Visit the room you are using

We've updated more than 40 rooms on campus this year.
Even if you've been in the room before, it might have changes!

Less is more

The less equipment you use, the less there is that can go wrong.
Try to use a single computer and have presenters send their presentations ahead of time.

Allow for set-up time

If you order equipment from AV, book at least 30 minutes before your event to allow for equipment setup.

Example: If your room isn't free until 4, consider delaying your event start time until 4:30, and adding an extra half hour to the end of your booking.

If you are unable to book setup time, consider ordering less equipment.

Book equipment early

Visit uvic.ca/av and click the "Book AV" button.

Order now! Our supply is limited, so we may run out of certain items. Try to book at least a week before your event, more if you are part of a large conference.

AV accepts bookings up to a year or more in advance.

Book a demo

- Contact Scheduling at 250-721-8128 and book a half-hour demo in the room sometime between 8:15 – 4:30, Monday to Friday.
- Then contact AV at 250-721-8292 to tell us the when and where you reserved.
- We will meet you there and show you how to use the room equipment.
- This is a free service, book as many as you like!

Visit uvic.ca/av/demos for more information.

General tips about microphones



Handheld microphones

- Your mouth should be very close to the mic, within 1-3 inches.
- “Orbit the mic.” The mouth should always point towards the mic. If you turn your head, move your head so that your mouth is still facing the mic.
- Imagine the mic as an ice-cream cone, hold it close to your mouth, not far away, and not pointed at your cheek.

Wireless handheld microphones

- These can be used on a stand or taken out of the stand and walked around with.
- Good for sharing between multiple presenters.
- Remember to turn them off when not in use, as they drain battery life quickly.

