



SOM-ITS Audio/Visual Support Policies for the Grady Campus

REGULAR HOURS FOR ROOM USE

The normal hours for use of conference rooms, class rooms, and auditorium are Monday through Friday, except Emory holidays, from 7:00am to 5:00pm. Since entrance doors are on a lock-down schedule, planners of events extending past 5:00pm Monday through Friday, or on Emory holidays or weekends, must make arrangements for building security through the Dean's Office. Depending on the room location, day and/or time of event, there may be a charge for security.

Audio-Visual (AV) support is available for Emory events Monday through Friday, except Emory holidays, from 7:00am to 5:00pm. Planners for events on other days/times must e-mail Beverly Wright or Joel Thomas at least FIVE (5) business days prior to event to arrange for equipment, support, and possible charges.

AV EQUIPMENT AND SUPPORT

Events utilizing Emory AV equipment must be supported by a qualified AV Tech. AV support will arrive 15 minutes prior to start time for set-up unless otherwise arranged. AV contact information is posted outside all conference rooms for emergencies. Please use the telephones outside of the conference rooms to contact AV support. If arrangements are made with the Emory AV Department to use equipment without technical support, please note that security of the equipment is the responsibility of the event department. Due to network security and HIPPA regulations, non-Emory computers cannot have network access in the conference rooms.

Please contact the following people for audio-visual equipment and support:

EMORY EVENTS

Beverly Wright - Call 404-617-9195 or Page 404-686-5500 PIC 10841

OTHER FACILITY EVENTS

Call Beverly Wright or Joel Thomas to arrange for equipment, support, and cost. Presenters may use their own equipment; however, connection instructions must be obtained from Beverly Wright or Joel Thomas prior to the event.

ROOM ACCESS AND SECURITY

Room access in the Emory Faculty Office Building (FOB) is provided by the receptionist Monday through Friday, 8:00am to 5:00pm, except Emory holidays. If your event is planned to begin before 8:00am or after 5:00pm Monday through Friday, on a weekend or Emory holiday, please make arrangements for room access with the supporting AV Tech or Laurie Asherman.

Access to the Steiner Auditorium and Oppenheimer Room in the Glenn Building is provided by the supporting AV Tech. Please contact Beverly Wright (Emory) or Sean Van Dorn (Grady) to unlock the room before your event. Please note that if an AV Tech is not present, the equipment and room security are the responsibility of the department hosting the event.

As a courtesy to other departments, please vacate room at the time your reservation ends. Please do not assume that the room is not reserved if the event is not on the posted schedule, since the schedule is posted on Monday and may not be accurate. Rooms may not be used without a confirmed reservation.