# : Equipment and Meeting Rooms

Make arrangements for proper set up of meeting rooms and acquisition of equipment for all programs and meetings.

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| ***Coordination Notes*** Be sure to check with:* *Education Committee and speakers* -to find out the number of program rooms needed, their setup and the equipment needs. (The Education Committee may choose to handle the contact with the speakers.)
* *The President, the Keynote speaker, the AALL Representative* and anyone else who will be conducting a meeting or speaking, even if they are not part of the educational program - to determine any special setup or equipment needs.
* *Exhibits and Vendors Team* – to determine vendor equipment needs.
* *MALLCO Executive Director* **–** to determine MALLCO’s needs
* *Hotel* – be sure you know what the hotel or its equipment company supplies, and who to call for technical problems or problems with room temperature, lighting, etc.
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***Budgeting***

Equipment can be a very significant expense. Work with Education Committee, Officers, and Exhibits Leader to get information as early as possible for budget.

Hotels will NOT provide microphones, projectors, etc. free of charge. You may also have to pay for risers or podiums. Do not assume that the hotel provides anything! Ask what is and is not included.

Any additional costs for MALLCO need to be paid for by MALLCO.

***What is Needed***

Assume that all but the smallest conference rooms will need microphones and that multi-speaker panels will probably want multiple microphones.

Figure that most programs will use PowerPoint or other presentation software and projectors.

Check to make sure hotel meeting rooms have wireless Internet. If not, instruct speakers that they cannot do live Internet presentations. (Strongly encourage them to bring slides with screenshots at least as backup even if Internet is available, since Internet speed and reliability can be a problem.)

If not too expensive, provide basics like flip charts and markers in every room, even if speakers do not remember to ask for them.

Get information from every speaker about equipment and room set up needs. (See *Coordination* section, below.)

***How to get equipment***

The hotel will probably give you the name of a company that rents equipment. Find out if other companies are permitted, as you may get a better deal from someone else.

The hotel may allow you to bring in your own equipment (from a law school, for example).

Be sure equipment company bid includes having someone available to set up and deal with any problems. If you bring in your own equipment, be sure you also bring someone who knows how to "troubleshoot" it!

Beware–if you do not use the hotel company, there could be "patch fees" to connect your equipment to speakers or lines owned by the hotel or by their usual AV company.

Find out what is available from the company and whether there are extra costs for any special equipment. Confer with Local Arrangements Chair to determine what equipment MAALL will agree to provide.

***Coordination with Speakers and Education Committee***

Coordination with speakers and the Education Committee is VERY important!

* Decide early on who will be responsible for contacting speakers to get information about room setup and equipment needs. **This** c**ould be the Local Arrangements or the Education Committee, but be sure someone is doing it.** In any case, be sure you have a contact on the Education Committee.
* “Speakers” should include not just those on formal Education Committee programs, but anyone who speaks or conducts a meeting. **Do not forget the President, the AALL Board representative, and any luncheon, breakfast, or dinner speakers.**
* Speakers will include basic information about audiovisual needs in their program proposal, but either you or the program coordinator should contact them to get more specific information.
* Send speakers a form to specify their equipment and room setup needs. Include information about what will be available, and instructions that the speaker will have to provide any equipment not listed. *(See sample at end of chapter.)* Otherwise, MAALL can incur significant costs for special equipment.
* Include converters to plug Macs and iPads into projectors, or notify speakers that they will need to bring their own.
* Contact speakers again to confirm their needs about a month before the meeting.
* Ask speakers who have an electronic presentation to send it in advance so it can be loaded on the meeting room computer.
* Coordinate with Education to identify **one** person in each meeting room who will handle communications with the hotel for any troubleshooting that arises during program.

Also coordinate with Exhibits Leader to find out needs of exhibitors. Exhibits Leader should notify potential exhibitors that they are responsible for all costs.

Coordinate with MALLCO Executive Director to determine MALLCO’s room and equipment needs.

Coordinate with Food Leader to determine setup and equipment for meals, which may include a meeting or program.

***Room Size and Setup***

You will need to tell hotel:

* the number of people each room must be able to seat for each program
* how the room should be set up
* exactly what equipment is needed in each room each day

Therefore, you will need to estimate the number of people attending each program based on its subject matter, speaker, etc.

If registration form asks people to check off the programs they plan to attend, this information can be used to help plan room size and setup, but keep in mind this is strictly an estimate. Some people will not check anything, and some will go to a different program than the one checked.

Ask hotel to:

* avoid having speaker near the only entry to a room, if possible. (This discourages late comers from attending program if they have to walk by speaker.)
* provide a table inside main entry to each room so attendees can pick up presentation handouts as they enter the room.
* provide water in each room.
* provide a map of the meeting rooms which can be put in the printed program.

You will need to get a listing of the meeting room names or numbers and which programs will be in each. Provide that information to the Publications Team for printed program and signs.

***During the Meeting***

Before the program begins

Check each room before each program to be sure it is set up properly, that there is water and that speakers have what they need. If not, contact hotel staff or AV person immediately.

Put out any necessary signs. These might include: sign by doorway indicating speaker and program, name plates for speakers (optional), vendor sponsorship signs for meals.

During the program

Expect that speakers or participants may want room to be made colder or warmer. Communicate that information to hotel staff as needed, but be sure only one Local Arrangements person does so. (Otherwise they might raise the temperature 5 degrees, then another 5 degrees when someone else asks....)

Deal with any problems that arise during program, such as noisy distractions outside, lights not turning on or off, equipment not working properly, etc.

**Equipment Samples**

 AV sample request form

 Banquet Event Order – listing of equipment, room setup and costs, St. Louis 2012

 Equipment needs chart – St. Louis 2012