

AV Equipment and Furnishings Menu

The University of Regina’s Audio Visual Services Department, within the Information Services Department will handle all requests for Presentation Technology Equipment and Services for Congress 2018. This includes access to standard equipment already built into rooms, as well as special equipment that may need to be brought into a meeting room.

Please ensure you place your requests using the Congress Request System at www.congress2018.ca/organizers between February 26, 2018 and April 6, 2018.

Note: All prices are subject to 6% PST and 5% GST

Basic AV Package

Includes: teaching desk or equivalent, PC computer with Internet and DVD playback (loaded with the Microsoft Office 2013 suite); projector; screen or video display; and wireless microphone (in rooms with a capacity of over 70 people).

Note: *The Basic AV package – Full day is automatically ordered by default for every room you have allocated in the Congress Request System. If you do not require this package, you must remove it from the system by April 6, 2018. Your association will be charged the full amount for this package if you do not remove it by the deadline.*

Basic AV package – Full day\$75
The full day package is applicable to any period of more than 4 hours

Basic AV package – Half day.....\$45
The half day package is applicable to any period of 4 hours or less.

Onsite technical support

On-site technical support or dedicated technicians can be requested for specific events if desired, and may be required for select services.

Onsite technician (between 0800 -1700) \$65/hour
Onsite technician (before 0800 or after 1700) \$95/hour

Note: *Basic technical support is provided on demand to all associations as part of your Congress participation.*

A la Carte Equipment

Description	Cost (priced per item/day)
Flipchart	\$25
Additional Pads of Flipchart Paper	\$15
Tripod Projection Screens	\$30
PA System <i>(includes 1 microphone; charge for extras)</i>	\$50 <i>(\$10/extra microphone)</i>
65" TV (video display)	\$75
Data Projector	\$45
Wireless PA Lapel Microphone	\$60
Wireless handheld Microphone	\$60
Wired PA Microphone and table stand	\$30
Wired PA Microphone and floor stand	\$30
Digital Audio Recorder	\$40
Laptop Computer	\$150
HDMI Cable	\$10
Extra power bar	\$10
Short extension cord	\$10

Services and external equipment

The following equipment and services are provided at going rates, sometimes through a local AV vendor, and costs will be dependent on your requirements. Someone from the university will contact you to discuss pricing should you request this via the Congress Request System.

- Web conferencing
(When requesting, please indicate if a web camera or camera operator are desired)
- Simultaneous interpretation
(When requesting, please specify the number of receiving devices required)

Furnishings

Description	Cost (priced per item/day)
Poster display board (8 ft x 4 ft)	\$ 45
Table (6 ft x 30 in)	\$ 12
Skirted table with white vinyl top (6 ft x 30 in)	\$ 25
Round table	\$ 12
Chairs (simple folding)	\$ 3
Podium (basic)	\$ 75

Special requests

Equipment and services not listed in this menu may be requested via the Congress Request System. Every effort will be made to accommodate your request, but there is no guarantee that an association will receive specific equipment and/or services. If the requested item is not available, you will be contacted in early May 2018.

Please note that additional fees will apply for special requests, and someone from the university will contact you to discuss pricing. If you have any questions, please contact AV.2018@uregina.ca.