

Classroom Educational Technology Services for Conferences and Workshops

Year-round Service: CETS provides year-round service to conferences and workshops in multiple-media classrooms, where technology is permanently installed. A list of these classrooms and seminar rooms is attached. CETS also provides year-round conference and workshop services in the ICC Auditorium and Galleria.

Limited Service: During the Summer Term, University Breaks and Intersessions, CETS will provide technology for other locations, once the needs of scheduled classes have been met:

Delivery Service - CETS will delivery technology and media to classrooms and seminar rooms in the following buildings: Healy, ICC, New North, Reiss, St. Mary's, Walsh, and White Gravenor. In each of these buildings, CETS will deliver equipment to any classroom or seminar room scheduled by the Office of the University Registrar, with elevator access. Equipment available for delivery include: VHS videocassette players and TV monitors, DVD players and TV monitors, classroom computers and computer projectors, audio cassette players, audio CD players, 35 mm slide projectors, and 16m film projectors. In limited locations, CETS can also deliver document cameras and interactive white boards.

Loan Service - In spaces that do not contain built-in technology, and where delivery of equipment is not practical, CETS will make available portable equipment, which conference organizers may pick up from, and return to, ICC 121 during CETS hours. Subject to availability, patrons may borrow classroom computers and computer projectors, audio cassette players, audio CD players, 35 mm slide projectors, and 16m film projectors from ICC 121.

During the Fall and Spring Academic terms, there is no delivery or loan services for conferences and workshops outside of multiple-media classrooms and the ICC Auditorium and Galleria.

Service Times for Conferences and Workshops

	<u>Classroom Services</u>	<u>ICC Service Desk</u>
Monday through Thursday:	8:00 a.m. - 10:00 p.m.	9:00 a.m. - 8:00 p.m.
Friday	8:00 a.m. - 8:00 p.m.	9:00 a.m. - 6:00 p.m.
Saturday	8:30 a.m. - 6:30 p.m.	10:00 a.m. - 6:00 p.m.
Sunday	12:30 p.m. - 10:00 p.m.	12:30 p.m. - 8:00 p.m.

Service Procedures for Conferences and Workshops

- 1) Patrons must first request classroom or seminar room space from the Office of the University Registrar, or the Office of Campus Activity Facilities. **Note:** Reservation of classroom or other space does not, by itself, constitute reservation of classroom technology.
- 2) Patrons must then request technology services from CETS a minimum of ten business days prior to the start of the first session of their conference or workshop. Patrons may request service by completing and submitting to CETS the *CETS Conference and Workshop Services Information Form*.

Fax number: (202) 687-5879

Mailing address:

*Classroom Educational Technology Services
121 ICC, Georgetown University
37th & O Streets, NW
Washington, DC 20057*

Fees for CETS Technology for Conferences and Workshops

CLASSROOM SERVICES	External Groups (full day/ half day or evening)	Sponsored Programs (full day/ half day or evening)	GU Departments (full day/ half day or evening)
e-Classroom (hands-on interactive computer lab)	\$400.00/ \$ 300.00	\$300.00/ \$200.00	\$200.00/ \$ 150.00
Smart classroom (fully equipped with computer, video, and projection systems for presentations)	\$250.00/ \$ 200.00	\$187.50/ \$150.00	\$125.00/ \$ 100.00
Classroom with VCR, installed projection equipment or monitor	\$200.00/ \$ 150.00	\$150.00/ \$112.50	\$100.00/ \$ 75.00
Computer and video projector delivered to classroom	\$200.00/ \$ 150.00	\$150.00/ \$112.50	\$100.00/ \$ 75.00
Delivery of all other audio-visual equipment (each item)	\$50.00/ \$ 25.00	\$37.50/ \$21.50	\$25.00/ \$ 18.00
Patron pick-up of audio-visual equipment (each item)	\$ 40.00/ \$ 20.00	\$30.00/ \$16.50	\$20.00/ \$ 13.00

Notes: *Charges above include one hour of technician time for set-up, testing and closing. An additional \$ 40.00 per hour will be charged for additional technician time. A flat fee of \$ 100.00 per day, per room will be charged for any service outside of CETS Classroom Service Hours (in addition to the charges listed above).*

ICC AUDITORIUM/GALLERIA SERVICES

	External Groups	Sponsored Programs	GU Departments
Voice Amplification System (including technician time)	\$210.00 first hour \$70.00 ea. add'l hr.	\$150.00 first hour \$60.00 ea. add'l hr.	\$78.00 first hour \$52.00 ea. add'l hr.
Audio Cassette Recording	\$30.00/ tape	\$25.00/ tape	\$22.50/ tape
Audio Cassette Duplication	\$22.50/ tape	\$18.00/ tape	\$15.00/ tape
Computer and Projection System	\$350.00/ use	\$250.00/ use	\$210.00/ use
Video Recording	\$70.00/ hour	\$60.00/ hour	\$56.00/ hour
Video Projection (DVD/VHS)	\$140.00/ use	\$85.00/ use	\$70.00/ use

Note: *After 5:00 p.m. (M-F) and all day Saturday and Sunday, there is a four-hour minimum charge for services in the ICC Auditorium or ICC Galleria.*