Audiovisual—Rental and Support
Consultation and design expertise for audiovisual and IT installations, audiovisual equipment rentals, audiovisual classroom support, tutorials, and demonstrations for faculty, staff, and students.

Audiovisual—Event Support
Contact Audiovisual (AV) Services for help with audiovisual needs of your event, class session, or conference. Our AV coordinators work with you on event requirements, plan logistics, and coordinate the details needed to host your successful event. Our staff also respond to AV emergencies during weekday office hours and maintain classroom equipment.

Video Conferencing—David Turpin Video Conference Facilities
Video conferencing provides real time, face-to-face interaction with sites virtually anywhere in the world. Video conferences support distance learning, thesis defences, job interviews, and meetings with distant colleagues. We offer technician supported, state of the art rooms in our dedicated video conference facilities.

Webcasting
Webcasting provides a live video, audio, and multimedia stream over the Internet. We broadcast your event or lecture to a global audience on the web, or to a private audience or overflow room.

Video Production
Video production provides lecture and event recording, production, and distribution through our Video on Demand service. We aspire to present your material in the most engaging manner, to reach and inspire your audience.

Video on Demand
Video on Demand (VoD) is available for staff, faculty, and departments to deliver video and audio on the web. With Video on Demand you manage your own content, and can publish to your website for a global or private audience.
## What types of equipment are available?

- Video data projectors
- Video equipment and cameras
- Digital audio recorders
- Public address systems, laptops, and more.

### Client eligibility requirements

Audiovisual equipment rentals and classroom support are available to all University of Victoria faculty, staff, instructors, students, and groups or organizations affiliated with the University. Audiovisual equipment is primarily for classroom use, therefore all academic requests will be given first priority.

### Support information

For more information about audiovisual equipment rental and classroom support, please visit:

http://uvic.ca/av

Email: uvicav@uvic.ca

Telephone: 250-721-8292, option 1

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### Equipment rental

Audiovisual equipment is provided in all classrooms at the University of Victoria. View details of your classroom's equipment online:

http://www.uvic.ca/systems/support/avmultimedia/classroomav

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### Audiovisual equipment rental rates

View rental equipment details, instructions, and costs:

http://www.uvic.ca/systems/support/avmultimedia/equipmentrentals

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### Classroom support and tutorials

For a free classroom tutorial, call Scheduling at 250-721-8128 to reserve a 1/2 hour between 8:00am and 5:00pm on a weekday. Then contact AV Services at 250-721-8292, option 1, to arrange for us to meet you there.

Problem with classroom equipment?

For emergency assistance call 250-721-8292, option 1.

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### Benefits

Audiovisual Services provides equipment and services to faculty, staff, instructors, students, and external clients. We offer a wide array of services to support teaching and learning at the University of Victoria.

- AV equipment rental
- Classroom support

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**book AV:**

Tel: 250-721-8292, option 2

Email: uvicav@uvic.ca
Benefits

AV Services will help you with audiovisual technology for your conference or special event.

We work with you to understand your event needs, plan logistics, and coordinate resources from University Systems. We can also help you work with a third-party event partner.

Request audiovisual event support online:

http://www.uvic.ca/systems/support/avmultimedia/unified-form.php

Audiovisual event support rates

Costs vary depending on the complexity of the event, the amount of equipment or services being requested, and costs associated if using a third-party vendor.

AV Services will provide you a preliminary budgetary estimate once requirements are fully understood.

Where to find us:

For audiovisual equipment rentals, classroom services, conferences and special events:

Clearihue Building
3800 Finnerty Road
Room C067
Benefits
Video conferencing provides real time, face-to-face interaction with sites virtually anywhere in the world.

Video conferencing is offered free of charge to faculty and staff at the University of Victoria.

Cost-saving
Video conferencing reduces travel costs and often allows for more participants, especially when more than two locations are involved.

Time-saving
The immediate connection created through video conferencing increases productivity by eliminating travel times.

Sustainable
By reducing the need for travel videoconferencing significantly reduces our carbon footprint.
**Benefits**

Video recording services are available for any event or lecture on campus. We can capture, edit and deliver a recording to your audience, either private or local, or store your event to DVD or online archive.

Our clients include Lansdowne Lectures, President's Distinguished Lectures, Women's Studies Lectures, Campus updates, Convocation Ceremonies, Ideafest, and other lectures and events on campus.

Video production services help you produce projects for any budget for delivery on any media platform.

Archive presentations for later viewing online with our Video on Demand Service.

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**Where can you use video production?**

- Lectures
- Presentations
- Educational workshops
- Public relations briefs
- Demonstrations
- Training sessions
- DIY/How to tutorials

**Client requirements**

You must have a University of Victoria FAST code.

Lighting and audio considerations must be made. We will be happy to work with you to establish your equipment needs.

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**Request video production**

Complete the online request form:

http://www.uvic.ca/systems/support/avmultimedia/unified-form.php

**Video production rates**

Setup, video recording, and production is charged at $50.00/hour.

Video production is estimated at 1.5 times the length of the recording.

**Setup charge**

This charge is for the setup of equipment in preparation for the recording. Most setup times are 30 minutes but for larger events 60 minutes or more may be required.

**Video recording charge**

This charge is for the amount of time video recording occurs.

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**Equipment strike charge**

This charge is for the tear-down of equipment at the end of the recording session. Most equipment strike charges are 30 minutes but for larger events 60 minutes or more may be required.

**Audiovisual equipment charges**

These charges are for any additional equipment required for your event, such as microphones and speakers. Equipment required varies from event to event. We can work with you to establish your equipment needs.

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**Contact Media Services:**

Tel: (250) 721-8292, option 5
Email: uvicav@uvic.ca
Web: http://www.uvic.ca/systems/services/avmultimedia/videorecording

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**book video production:**

Tel: 250-721-8292, option 5
Email: uvicav@uvic.ca
Benefits

Video on Demand allows your audience to view your recorded event or presentation on their schedule. Recordings can be embedded into your web page for private or public viewing.

Video on Demand is free. There is no cost and storage has no limits for faculty and staff.

A Personal Approach

Allow visitors to your website to see a personalized message from you or watch promotional materials and presentations at anytime, day or night.

Compatible

Watch productions and interviews on a laptop, tablet, desktop, or mobile device.

Local

Videos are hosted close by and are easy to access. We are available to help you with administration.

Where can you use video on demand?

- Distance education
- Classroom recording
- Presentation recording
- Job interviews
- Guest lecturers and more!

With video on demand you can record your lecture or presentation and make it accessible for viewing online.

Working with video on demand (VoD)

Video on Demand requires a NetLink ID and password to be associated with the account. Please contact the Computer Help Desk, helpdesk@uvic.ca, 250-721-7687, if you do not have a NetLink ID.

Request a VoD account:
Email webcasting@uvic.ca

Please note: It will take up to 3 days for your VoD account to be created. Once your account is created you will be provided with information on accessing the account and creating files suitable for VoD use.

VoD is self service. We give you instructions to access your account and tutorial sessions are available.

**We ask for a FAST code to verify that you qualify for charge-free service. Your FAST code will not be used for any charges, such as to pay for video recording of your video conference or additional equipment if requested, without notifying you. If the FAST code is invalid, you will need to find some other way to verify you are UVic faculty or staff, and this alternative verification process may delay the creation of your VoD account.

video on demand information:
Tel: 250-721-8292, option 5
Email: uvicav@uvic.ca
Client requirements
Please note you need either the latest version of Adobe Flash Player on your computer or an iOS device to view the webcast.

To download Flash Player, visit get.adobe.com/flashplayer

Benefits
Webcasting is the process of streaming live video and audio over the Internet. The webcasting service offers recording, publishing, distributing, and viewing rich media presentations, including embedding a live webcast or Video on Demand file on your website.

Webcasting addresses a variety of communications needs including:

Bridging distance: Allow people to attend your event virtually.

Overflow room: Provides for the creation of overflow rooms for your most popular on-site sessions.

Educational videos: Use webcasting for training and seminars without the headaches and expense of moving instructors from location to location.

Communications: Hold team meetings, annual meetings, briefings, online events, or course promotions live.

Where can you use webcasting?
- Graduations
- Concerts
- Educational workshops
- Public relations briefs
- DIY/How to tutorials
- Overflow events
- Demonstrations
- Training sessions
- Breakout sessions
- Sporting events and more!

Booking your webcast events
Webcasting is currently booked on a first-come, first-served basis. Please allow 5 working days' notice for all requests. Before the webcast can take place, a live test must be completed.

The following information is required with your booking:

Location
Date and time
Estimated number of concurrent users
Privacy: Will the webcast be public or private? A private webcast requires a login and password.

Electronic copy: If an electronic copy of the webcast is required, please advise us beforehand and specify which format you would like the webcast in (CD/DVD/Flash). If you aren't sure, we can recommend one that suits your needs.

Webcasting Rates
Webcasting at the University of Victoria is $50/hour with additional charges for:

Site
This is the room and equipment rental cost (if any).

Bandwidth (cost varies)
There will be additional charges for bandwidth capacity as the number of clients viewing increases. Please note that this data is collected at month end only. When less than 60 concurrent viewers are expected for an event there will be no cost for bandwidth.

Technician
A technician and equipment will be on hand to capture your webcast.

Additional
Captured webcast content can be transferred to media such as CD/DVD.

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