Audio Visual—Rental and Support
Consultation and design expertise for audio visual and IT installations, audio visual equipment rentals, audio visual classroom support and training for faculty and instructors.

Audio Visual—Event Support
The audio visual support service can help you with the technological needs of a conference or special event. An event leader will work with you to understand event needs, plan logistics, and coordinate technical resources supplied by University Systems or help you to use a third-party event partner.

Video Conferencing
Video conferencing provides real time, face-to-face interaction with sites virtually anywhere in the world. Uses include distance learning, thesis defences, job interviews and meetings with distant colleagues. We offer technician supported, state of the art rooms.

Webcasting—On Location
Webcasting is the process of streaming live video and audio over the Internet. Webcasts can be embedded in a webpage for a client to view in their web browser, or iOS device. Share a presentation with the world or overflow your event to a larger space.

Video Recording and Editing
Video recording provides services for recording lectures, meetings and special events. The recorded content can be hosted on Video on Demand, formatted for DVD or uploaded to servers and websites.

Video on Demand—File Hosting
Video on Demand can help you solve your presentation dilemmas with a full range of features for publishing, distributing and client viewing of any rich-media presentation. This service includes a process for embedding a video or audio file into a website.

Computer Help Desk Classrooms
Classrooms are available to book your course or event in several configurations and sizes with Mac and Windows platform computers. All rooms are equipped with video data projectors.
### What types of equipment are available?

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<tr>
<th>Video data projectors</th>
<th>Digital recorders</th>
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<td>Video equipment and cameras</td>
<td>Public address systems, amps, mixers and more.</td>
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### Client eligibility requirements
Audio visual equipment rentals and in classroom support are available to all University of Victoria faculty, staff, instructors, students and any groups or organizations affiliated with the University. Audio visual equipment is primarily for classroom use, therefore all academic requests will be given first priority.

### Support information
For more information about audio visual equipment rental and in classroom support, please visit:

http://www.uvic.ca/systems/services/avmultimedia/index.php for help with this service

Email: uvicav@uvic.ca
Telephone: 250-721-8292

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### Equipment rental
Audio visual equipment is provided in most classrooms at the University of Victoria. To view details on available equipment in classrooms, please visit:

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

### In-classroom services and tutorials
To gain familiarity with audio visual equipment prior to your first planned lecture, Media Services offers free tutorials to any faculty member or lab instructor in any classroom on campus. Please call (250) 721-8292 to arrange a time for your free tutorial.

In the event that the equipment in your classroom does not work at the start of your lecture, please contact Media Services for emergency assistance at (250) 721-8292 and we will try to respond onsite within three minutes, and attempt to resolve the issue to avoid further class disruption.

### Audio visual equipment rental rates
To view a full list of available equipment for rental and the associated charges, please visit:

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

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### Benefits
Media Services provides state of the art equipment and services to faculty, staff, instructors, students and external clients. We offer a wide array of services that improve teaching and learning at the University of Victoria.

- AV equipment rental
- In-classroom support

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**audio visual bookings:**
Tel: 250-721-8292
Email: uvicav@uvic.ca
Benefits
The audiovisual event support service offered by Media Services can help you with the technological needs of a conference or special event. An event leader will work with you to understand the event needs, plan logistics, and coordinate technical resources supplied by University Systems. They may also help you use a third-party event partner.

- Conferences and special event support

What types of event support are available?
- Event technical requirements & Advice
- Webcasting
- Audio & Video Recording
- Audio & Video Production
- Equipment Rental

Client eligibility requirements
Audio visual event support is available to all University of Victoria faculty, staff, instructors, students and any groups or organizations partnered with the university. All academic requests will be given first priority.

Support information
Audio Visual Services is located in the basement of the Clearihue Building in room CLEC067. The office is open from 8:30 am to 5:00 pm, Monday to Friday, and is closed on weekends and statutory holidays. For more information on audio visual services, please contact:

Tel: (250) 721-8292
Email: uvicav@uvic.ca
Web: http://www.uvic.ca/systems/support/avmultimedia/

Requesting Audio Visual Event Support
Faculty and staff with a valid Netlink ID may request audiovisual event support by completing the online request form:

http://www.uvic.ca/systems/support/avmultimedia/avevents/newrequests.php

Audio Visual Event Support Rates
Costs vary depending on the complexity of the event, the amount of equipment or services being requested, and costs associated with the use of the third-party vendor. Media Services can provide a preliminary budgetary estimate cost once requirements are fully understood.

Where to find us:
For audio visual equipment rentals, classroom services, conferences and special events:

Clearihue Building
3800 Finnerty Road
Room CLEC067

audio visual bookings:
Tel: 250-721-8292
Email: uvicav@uvic.ca
Benefits
Videoconferencing provides real time, face-to-face interaction with sites virtually anywhere in the world.

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

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

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

Sustainable
Eliminates the need for travel and significantly reduces your carbon footprint.

Where can you use videoconferencing?
- Distance education
- Group training
- Thesis presentations
- Job interviews
- Guest lecturers and more!

Booking your videoconference
Videoconferencing is booked on a first-come, first-served basis. Media Services requires at least 5 business days notice for all requests, short notice requests are possible but not guaranteed.

To Schedule a Video Conference:
Fill out the online form at: http://www.uvic.ca/systems/support/amultimedia/videoconferencing/internalrequest.php

Please note: A fee of $250.00 (UVic clients) ($500.00 non-UVic clients) will be charged for cancellations with less than 3 days’ notice or no-show video conferences without cancellation, unless there are exceptional circumstances.

**We ask for a FAST code to verify that you are an internal UVic client who qualifies for charge-free service. Your FAST code will not be used for any charges without notifying you. If the FAST code field is invalid, you will need to find some other way to verify you are an internal UVic client (faculty or staff) and this alternative verification process may delay the booking of your videoconference.

Demonstrations Available
Please contact us for a demo:
Tel: 250-721-8292
Email: uvicav@uvic.ca
Benefits

Webcasting is the process of streaming live video and audio over the Internet. The webcasting service managed by Media Services can help solve your presentation dilemmas with a full range of features for recording, publishing, distributing, and viewing rich media presentations, including embedding a Live webcast into a web page for clients to view in a web browser.

Webcasting addresses a variety of communications needs for business, education and government including:

Bridges 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:
You can use webcasting for training and seminars without the headaches and expense of moving trainers 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!

Client requirements

Please note this service requires the latest version of Adobe Flash Player or an iOS device to view the webcast.

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

Booking your webcast events

Webcasting is currently booked on a first-come, first-served basis. Media Services requires at least 5 business days notice for all requests; otherwise, bookings cannot be guaranteed. Before the webcast can take place, a live-test must be completed.

The following information is required at time of 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 will be happy to recommend one that suits your needs.

Webcasting rates

Webcasting at the University of Victoria is offered at reasonable and competitive rates. Costs for this service vary. There are four things to consider in the cost breakdown:

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

Bandwidth Charge (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 Charge
A technician and equipment will be on hand to capture your webcast.

Additional charges
Captured content can be moved to different media types such as CD/DVD.

webcasting bookings:
Tel: 250-721-8292
Email: uvicav@uvic.ca
Where can you use Video on Demand?

- Distance education
- Class room 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.

Benefits

Video on Demand allows your audience to view your presentation on their schedule. Host videos locally without worrying about 15 minute time limits.

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

A Personal Approach

Allow visitors to your website to see a personalized message from your staff or watch promotional materials and presentations 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. Technicians are available to help you with administration.

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 require a new Netlink ID.

To 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 administered: you are provided with instructions to access your account and tutorial sessions are available.

**We ask for a FAST code to verify that you are an internal UVic client who qualifies for charge-free service. Your FAST code will not be used for any charges without notifying you. If the FAST code field is invalid, you will need to find some other way to verify you are an internal UVic client (faculty or staff) and this alternative verification process may delay the creation of your VoD account.
Benefits

HD and SD video recording services are available for Lansdowne Lectures, President’s Distinguished Lectures, Women’s Studies Lectures, and other lectures on campus.

HD and SD video production services are available to help you produce projects both large and small, for any media technology.

Archives presentations for later viewing, host videos online with our Video on Demand Service.

Where can you use video recording?

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

Client requirements

A client must have access to a University of Victoria FAST code.

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

Support information

This service is supported by University Systems, Media Services:

Tel: (250) 721-8292
Email: uvicav@uvic.ca
Web: http://www.uvic.ca/systems/support/avmultimedia/videorecordingproduction/index.php

Requesting video recording

To request this service, complete the online request form:

http://www.uvic.ca/systems/support/avmultimedia/videorecordingproduction/index.php

Video recording 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.

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.

Audio Visual 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, a technician will be happy to work with you to establish your equipment needs.
Computer Help Desk Classrooms

The Computer Help Desk offers a number of bookable classrooms in the Clearihue, Business and Economics, and Human and Social Development buildings.

Both Windows and Mac platforms are available for academic and non-academic bookings.

For information on Computer Help Desk Classroom sites, visit:
http://www.uvic.ca/systems/facilities/
Or email helpdesk@uvic.ca.

Support Information

Each Computer Help Desk Classroom facility is staffed by knowledgeable Computer Help Desk Consultants. Our staff can help you with specific tasks that you need to complete using the software and hardware provided in the Computer Help Desk Classroom sites.

In addition, the Computer Help Desk staff can assist you with personally-owned computing equipment, NetLink ID issues, help you connect to wireless, or offer support for other services provided by University Systems.

Visit: http://www.uvic.ca/systems

Benefits

UVic’s Computer Help Desk Classroom sites provide workstations, software, resources and technical assistance for students, staff and faculty. Windows and Macintosh computers, as well as friendly and capable staff are available in all Computer Help Desk classroom sites.

- Internal course bookings
- Internal and external events bookings
- Printing and photocopying services

Booking requests

Classrooms are available to be booked for courses and other events. We offer several different room configurations and sizes as well as Mac and Windows platforms.

All rooms contain video data projectors that display the instructor workstation’s image on a projection screen at the front of the room.

For more information on booking a classroom visit:
http://www.uvic.ca/systems/facilities/scfbookings/index.php
Or email scfbook@uvic.ca.

Printing and photocopying

Self-serve grayscale and colour high-speed laser printing and photocopying services are available for a fee at all student computing facilities using your Netlink ID and printing account.

For more information regarding printing fees, please visit:
http://www.uvic.ca/systems/facilities/printingrepro/index.php