Audio and Visual Resources for the MIT Event Planning Community

Hosted by:

MIT Video Productions & IS&T Audiovisual Services

IS&T – Audiovisual Services

AVS – System Services

AVS – Operations

AVS – Events

AVS – Administration

AVS - Events

- Projection
- Audio
- Zoom Room
- Event Support
- Videoconferencing

How to budget for these services

Understanding the **venue's set-up** time windows... and **break-down** time. Is the venue ok with AV gear staying overnight? Chances are, probably not!

Factoring in 'Regular time' labor rates vs. overtime during the week and weekend, as well as minimum charges

Knowing that MVP and IS&T AVS are two separate entities and two separate invoices and methods of delivering payment may be required when both groups are involved

Understanding how each group staffs an event. IS&T AVS may provide 2-3 techs for a large event.

How we can help with Accessibility for your event

- We provide Assistive listening devices – installed and portable solutions across campus
- We help with sourcing ASL interpreters and CART providers
- Help to deploy real-time captioning hardware
- IS&T Audio Visual Services works hand in hand with Human Resources

https://hr.mit.edu/community/disability-services/event-accommodations

Helpful Tips for coordinating accessibility services

- Factoring accessibility into your event budget.
- Captioning is a very important aspect to be considered when planning the event; however, don't rule out having both ASL and CART.
- Include a statement on your event invitations that highlights where people can request accessible services.
- Lead time is key, especially with coordinating these types of services.
- When using a QR code, always include an accompanying URL
- Zoom Captions and Live Captioning

https://hr.mit.edu/community/disability-services/event-accommodations

IS&T Podcast and Audio Production Studio

https://ist.mit.edu/av/audio-production

AVS engineers can help you with:

- Voiceovers
- Podcast recording and editing
- Audio editing, restoration, and post-production
- Multi-track recording
- Live media appearances and remote interviews
- Zoom capability for audio and video
- $90 per hour for the MIT Community

You can book our studio through our website exclusively.

Community-Use Zoom Rooms

Community-use Zoom rooms are free to use and offer a mix of meeting room locations and capacities.

Each space is equipped with self-service virtual collaboration technology, providing a consistent Zoom Rooms experience.

Reserving a space through the Atlas app automatically schedules a Zoom meeting for the requestor to share and assigns building and room card access for in-room participants.

Each space receives 24/7 phone support via a dedicated phone number for use only by MIT and staffed by Zoom Rooms experts.

Zoom Rooms

https://ist.mit.edu/shared-spaces-pilot

The Proto Hologram

https://ist.mit.edu/av/events

A lifelike holographic experience–
pre-recorded or in real-time

Projection can be viewed from different angles, is more immersive than video

Depth perception gives a more realistic, lifelike understanding– key for uses such as medical imaging, education

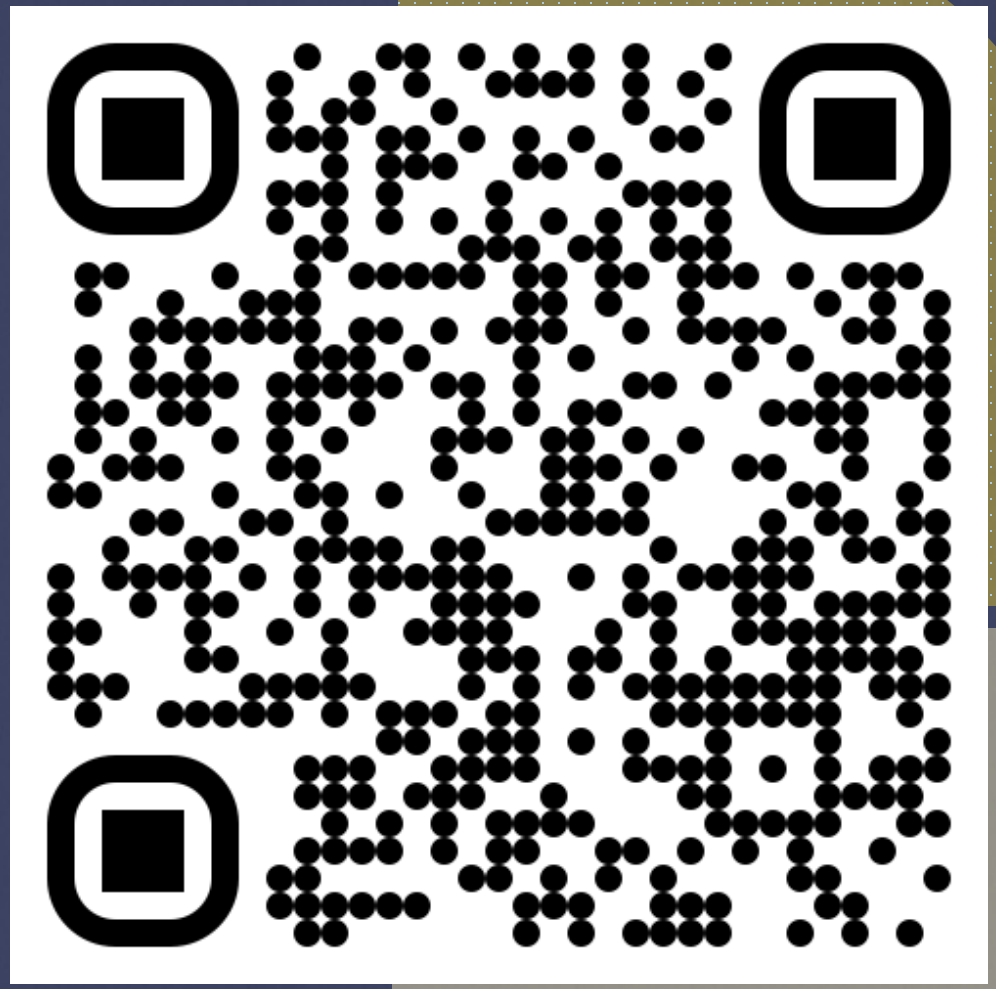
The next era of telepresence

Holographic Use

- Healthcare
- Education
- Entertainment
- Retail
- Manufacturing
- Architecture

Many MIT Classrooms are Self-Help

- Take advantage of the classroom AV equipment that includes two wireless handheld mics and a connection via HDMI to project content on the screen.
- An AV technician is not required to setup or operate.
- Keep costs low for your event as there is no charge to use the installed equipment.
- Training documentation is available.
- Book these rooms directly through the Registrar's Classrooms@MIT portal.



https://ist.mit.edu/av-mic-instructions

Self Help Classrooms

* Set volume of each microphone using the AV Touchpanel located in the classroom. Microphones are labeled with corresponding channel. For example “Wireless CH1”.

1. Tap “Microphones“ on the left side of the home screen
2. Adjust volume using using ”Volume Up” or “Volume Down”

* IMPORTANT – RETURN TO CHARGER

*Return the microphone into the charger to ensure the microphone is ready for the next user. You will hear and feel a satisfying click and see a red indicator light when the microphone is properly seated in the charger.

IS&T - Audiovisual Services
Emergency support for live classes: (617)-253-2808
Non-emergency AV-related issues: mitav@mit.edu

Rental Equipment

We provide easy-to-use, portable audiovisual equipment for rent

Helps keep costs low

Pick up and drop off at 4-038 (M-F 8:00 am - 4:00 pm)

Rental packages for large or small events

Training documentation available

High-quality, professional AV eqiupment, such as:

- Battery-powered speakers
- Wired and wireless microphones
- Projectors and screens
- Meeting Owl for videoconferencing

Why work with MIT VP and AV

MIT VP and AVS offer the experience and knowledge to ensure a higher-quality audio and video experience.

A partnership would include one or more camera technicians onsite with equipment that is capable of smoother camera motions, higher camera quality, and even camera switching capabilities.

Robust live-streaming capabilities across several major platforms globally.

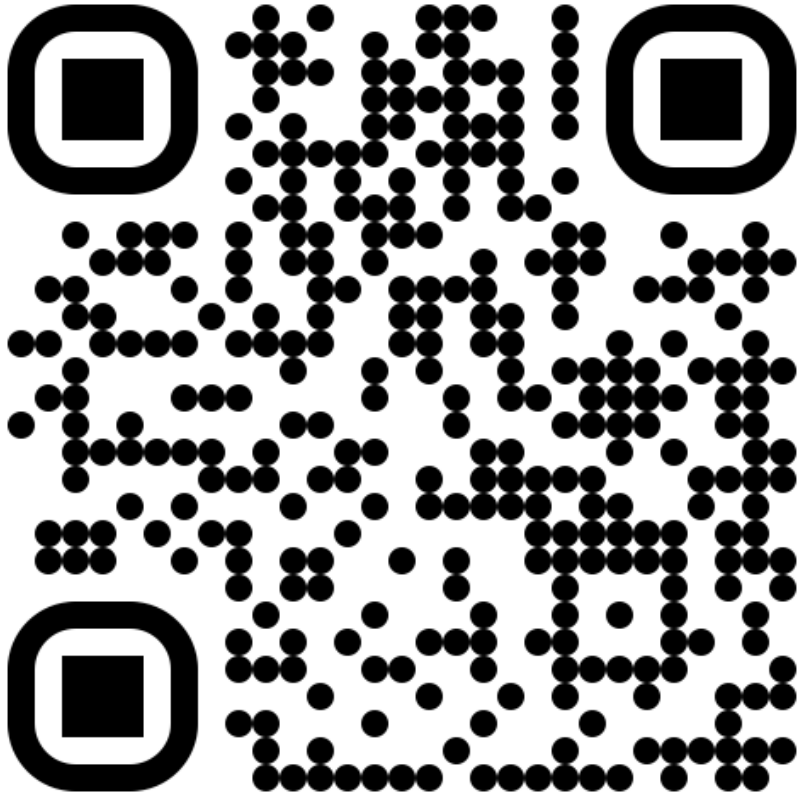
Helpful resources

Request for IS&T Audiovisual resources can be made exclusively through our website https://ist.mit.edu/av/events

You can email mitav@mit.edu or call 617-253-2808 but be advised that events will not be confirmed in our system until a work order has been submitted and accepted by one of the coordinators.

Once a work order has been confirmed in our system you will hear from the respective coordinator to confirm.

For events working with MVP you will need to request these services though their website, exclusively. https://mvp.mit.edu



Audio and Visual Resources for the MIT Event Planning Community

Thank you!