

How To: Request For Audio Visual (A/V) Services

Reservation Forms:

The following A/V Reservation Forms can be found on the Audio Visual Services website,

http://www.fau.edu/irm/instructional/av_services.php

- *Audiovisual Request Form*
- *Video/Audio Production Request Form*

Please provide at least 3 days notice. If you have a need for a particular piece of equipment not on the list, please email A/V at AVSERV@FAU.EDU and they will add your request to their ticket system.

Video Conference Reservations:

All video conference reservations must be made using this request form

<http://www.coe.fau.edu/coetech/Videoconference.htm>

or by contacting the Dean's office:

Vicky Ramirez – (561) 297-0533

VRAMIRE1@FAU.EDU

Audio Visual Equipment:

The following audiovisual equipment is available by request for faculty:

- Projector w/ computer cart
- Laptop computer cart
- Loudspeaker System
- Overhead Projectors
- Data/PowerPoint Projectors
- Slide Projectors
- TV-VCR Carts
- DVD Players

Equipment that is needed on an ongoing basis for classes, should be requested at least two weeks before the start of a semester. Confirmation is necessary in order to ensure that the equipment is available for your class.

Hours of Operation:

- Mon- Thurs 8AM-10:30PM
- Fri 8AM-9:30PM
- Sat 8AM-4:30PM
- Sun Closed
- Between semesters 8AM-5PM

Contact A/V Services:

Location: **BOCA GS-114**

Phone: **(561) 297-3707**

Email: AVSERV@FAU.EDU