

Lifelong Learning – Obtaining AV Support in the LLL Center

Audio-Visual (AV) System Overview

The LLL Center has a suite of AV equipment to support LLL classes, meetings, and events held in the Center. The AV system consists primarily of a permanently installed ceiling-mounted computer projector, a hearing loop system, associated receivers, amplifiers, stereo sound mixer, and wall-mounted speakers. The AV equipment includes a laptop computer to interface to the projector and portable microphones for the hearing loop system, plus a transportable projector and two transportable speakers to support LLL events held outside the LLL Center (e.g., TED Talks in the Eagles Nest Palm Room).

This AV equipment, excluding the ceiling-mounted projector and wall-mounted speakers, is installed and/or stored in the upper and lower AV equipment cabinets in the left end of the counter in the LLL Center. The equipment is high-priced, costly to repair, and preset for optimal performance. Therefore, the equipment is operated by trained LLL Tech Team members, and the cabinets are locked when the equipment is not in use. Tech Team members have keys to the cabinets.

Obtaining AV Support for LLL Activities

LLL activities or meetings that require AV support in the LLL Center must notify the Tech Team Coordinator of their requirements at least one week before their activity or meeting. The Tech Team Coordinator will arrange for a Tech Team member to arrive prior to the event to set up and operate the system, then take down and store the equipment after the event. The request must include the type of AV support needed (e.g., connection to the projector and speakers to present a PowerPoint briefing, whether the requesting individual will bring his/her own laptop or will bring a USB memory drive to insert in LLL's laptop, etc.)

For LLL scheduled classes held in the Center, the Director of Classes executes written contracts with the class presenters. The contracts include a section where the presenter identifies in detail what type(s) of AV support will be required for the class. The Director of Classes notifies the Tech Team Coordinator of the class dates and requirements at the beginning of the season, and the Coordinator schedules Tech Team members to support the classes.

The Tech Team Coordinator is currently Phil Korzilius, e-mail address: pkorzilius@cox.net, phone 623-433-9057 (landline) or 623-734-7844 (cell). Tech Team contact information is posted on the upper and lower AV cabinet doors for obtaining AV support in the LLL Center on short notice.