

Madison City Schools
211 Celtic Drive
Madison, AL 35758

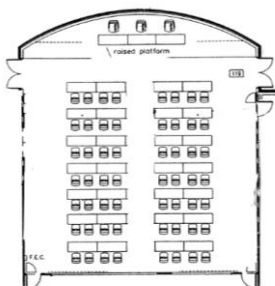


The Madison City Schools Teacher Resource Center (TRC) is a multi-level facility housing administrative offices and four conference rooms available to staff and their guests.

It is our objective to make certain that you have a successful event, and pre-planning is a critical component in achieving that objective. Some important guidelines to consider:

- ❖ The equipment listed below is available for your use during your presentation.
- ❖ If you plan to use your own laptop, you can access our guest network (which has filters in place that are compliant to CIPA policy) or use your own broadband wireless device. Note: Our digital projectors do not read the video signal from some models of Lenovo and Acer computers/tablets. Should this be the case with your device, we can transfer your documents to our presentation computer. *Note: Most common laptops, such as HP and Dell, connect seamlessly to our projectors.*
- ❖ Additional audio-visual equipment to be displayed through our VGA projection system (i.e. video camera, kiosk, additional A/V equipment , etc.) will need to be brought to the Technology Department one business day prior to the presentation. This will allow time for us to assess and test compatibility, or determine whether an alternate plan is required.
- ❖ Presentations requiring internet access (links in a Power Point presentation, website addresses, audio files obtained from a website, etc.) need to be emailed to your host two business days in advance so they can check your presentation. This will give the Technology Department time to unblock sites or troubleshoot problems that may arise.
- ❖ The employee hosting this event will greet you and assist with turning equipment on and getting you logged in to the computer.
- ❖ The host and/or presenters are responsible for table and chair configuration changes. In preparation for other meetings, please tidy the room and return again to its original arrangement.
- ❖ When scheduling rooms, 15 minutes is automatically allocated for set up as well as 15 minutes for tear down. Often meetings are scheduled back-to-back. If you need additional time, please let Sandy Cruse know.
- ❖ **Onsite technical support: Monday through Friday, 7:30AM – 4:30PM**
- ❖ **Building hours: Monday through Friday, 8:00AM – 4:30PM**

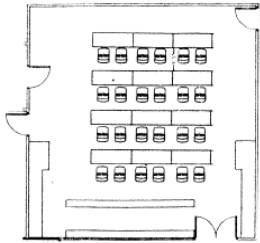
Board Room (BR) –



- Room Configuration (1st Floor)
 - 48x54 ft. (2,592 sq. ft.) with seating for 56 guests at training tables; 125 w/o tables
- Audio Visual:
 - Four NEC 5000 Lumen projectors
 - Four retractable 10x10 ft. projection screens (2 in the front, 2 in the back)
 - Polycom Video Conferencing codec w/camera and 32" LCD monitor
 - Elmo Document Camera

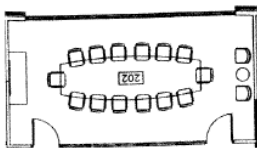
- Microphone/stand
- Whole room speaker system
- Dell Optiplex desktop with CD/DVD player (access with employee or guest log in)
- SMART Sympodium DT770 Interactive Pen Display
- Wireless access
- Audio Visual (cont.):
 - Portable keyboard/mouse
 - Configurable lighting (recessed cans and fluorescent fixtures)

Teacher Resource Room (TRR) –



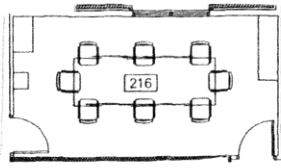
- Room Configuration (2nd Floor)
 - 38x34ft. (1,292 sq. ft.) with seating for 24 guests at training tables, 30 without tables
- Audio Visual:
 - One NEC 5000 Lumen projector
 - One retractable 10x10 ft. projection screen
 - Lightspeed Redcat table top speaker
 - Dell Optiplex desktop with CD/DVD player (access with employee or guest log in)
 - Portable keyboard/mouse
 - Wireless access
 - Write on/Wipe off white boards
 - Configurable lighting (recessed cans and fluorescent fixtures)

Upstairs Conference Room (UCR) –



- Room Configuration (2nd Floor)
 - 36 x 14 ft. (504 sq. ft.) with seating for 14 around an oval conference table
- Audio Visual:
 - 1 NEC 5000 Lumen projector
 - One 10x10 ft. projection screen
 - Dell Latitude E6410 laptop w/CD,DVD player (access with employee or guest log in)
 - USB speakers
 - Portable keyboard/mouse
 - Wireless access
 - Configurable lighting (recessed cans and fluorescent fixtures)

Board Conference Room (BCR) –



- Room Configuration (2nd Floor)
 - 12 x 22 ft. (264 sq. ft.) with seating for 8 around an oval conference table
- Audio Visual:
 - 1 table top projector
 - One 3x4 ft. wall mounted white board
 - Desktop computer with DVD/CD player (access with employee or guest log in)
 - USB speakers
 - Portable keyboard/mouse
 - Write on/Wipe off white board
 - Wireless access

Additional equipment available for checkout -

- Wireless lapel microphone
- Remote presenter/power point advancer
- 40 Dell XT2 tablet computers

For assistance and questions, contact:
Sandy Cruse, Technology Resource Manager
256-464-8370 x10250