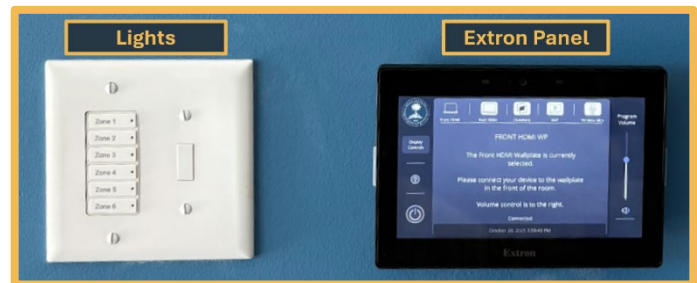
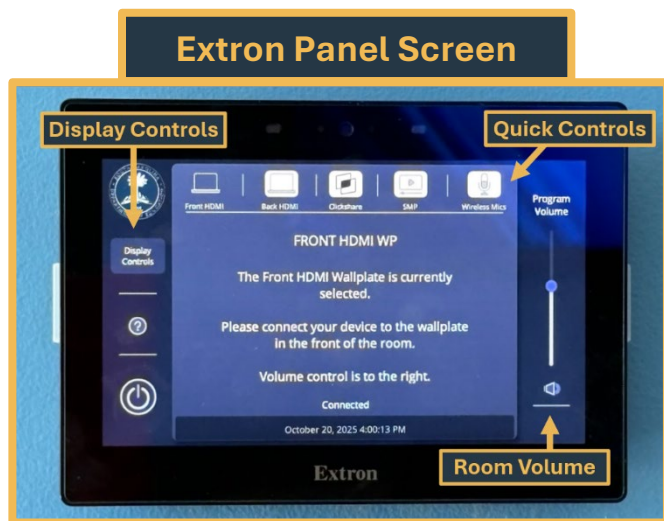
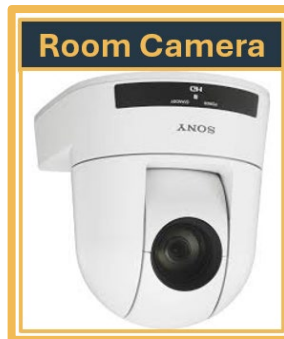
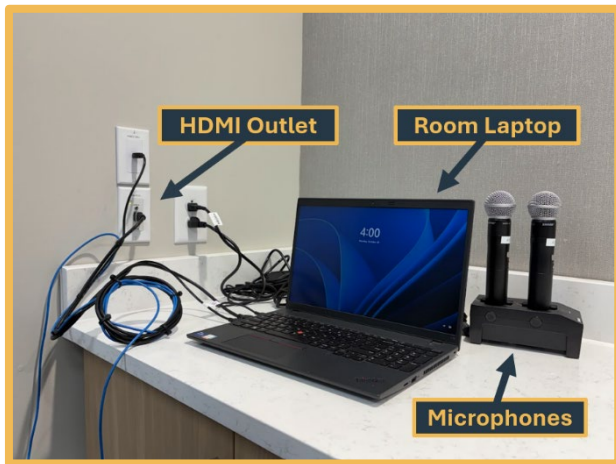


Event Space and Training Room Technology

What technology is available in Event Spaces and Training Rooms?

The Event Spaces and the Training Rooms have standardized, built-in technology that can be used for virtual or in-person collaboration. The technology in each of these is the same but may be arranged in different ways to accommodate each room's standard seating layout.



HDMI Outlet: Plug a device into the room's technology for screensharing to Wall Panels.

Room Laptop: Use this if you don't have your own device on-hand.

Room Camera: Stream visual footage of the room to virtual participants.

Ceiling Microphone: Stream the entire room's audio to virtual participants.

Microphones: Handheld and stationary microphones are available for sharing presenter audio to virtual participants.

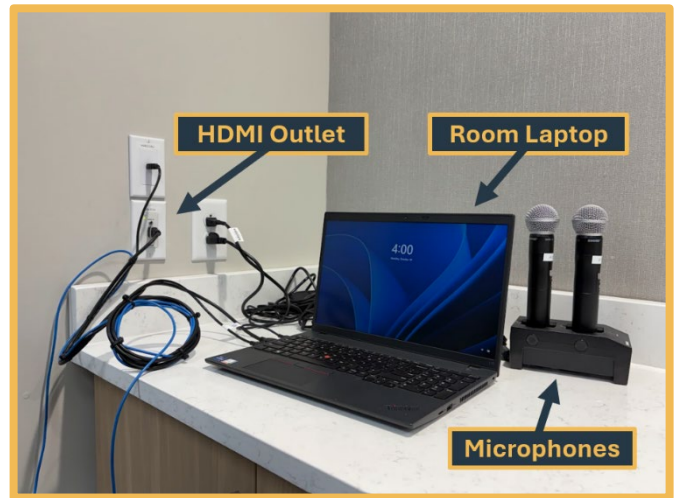
Wall Panels: Monitors for streaming your device, drawing collaboratively, and more!

Extron Panel: Control the room's audio, cameras, and Wall Panels.

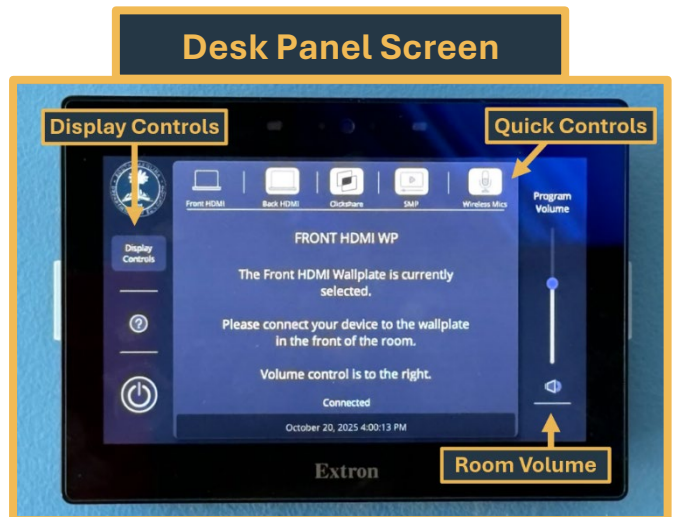
Lights: Control the ceiling lights in the room.

Sharing a device's screen and audio to participants in the room

1. Plug your laptop (or the Room's Laptop) into the **HDMI Outlet** in the room's wall.



2. Go to the **Extron Panel** and press the "Display Controls" button.



3. Press the on-screen buttons to turn on the room's **Wall Panels** and select which **HDMI Outlet(s)** to share from.
4. Use the **Program Volume** slider on the right to adjust the output of the room's audio (if sharing any audio during your event).

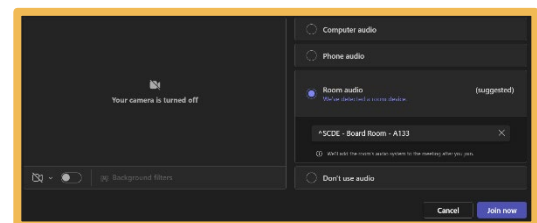


Hosting a hybrid event with in-person and virtual participants

1. Go through the steps for [sharing a device's screen and audio to a room](#).



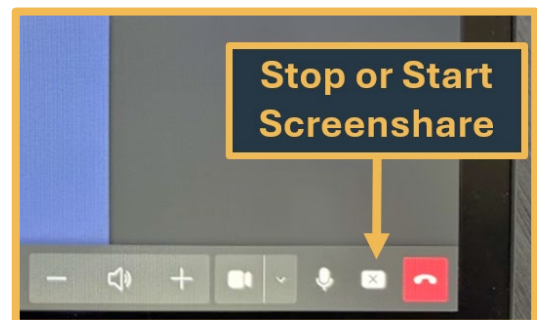
2. Open a **meeting app** (such as Microsoft Teams) on the device that is plugged into the **HDMI Outlet**.



3. **Start or join a meeting** in the app.

4. Using the app's meeting interface, set up the following:

- a. Choose the room's technology as the input/output devices in the **microphone, audio, and camera** settings.
- b. **Share your screen and audio** with virtual attendees.
- c. Verify that the virtual audience can see and hear the **room**.
- d. Verify that the virtual audience can see and hear the **device screenshare**.
- e. **Minimize** the meeting app and display your event materials.



It is **highly recommended** that a staff member from your team be assigned as a **co-presenter or chat moderator** during the event. The staff member can respond to chat messages, relay important comments from virtual attendees to presenters, and help resolve technical issues while the presenter maintains the event's momentum. The staff member should **plan to use a separate device** from the one that is screensharing.

Schedule a technology rehearsal in advance

After [booking an event space or training room](#), it is highly recommended that you submit an eSupport Ticket to **request a technology rehearsal**. This will give you an opportunity to meet with a member of the agency's IT Help Desk and rehearse the process of using the room's technology **before the day of the event**.

When planning ahead for your technology needs, it can be helpful to **keep in mind**:

- What devices (such as personal laptops) will need to connect to the room's technology?
- Will you need to switch between multiple devices throughout the event?
- Will there be virtual attendees? Will they need to see the room, or just what is on screen?
- Will it be better to have a single Wall Panel sharing your screen to the room, or multiple? Does the Wall Panel placement affect where presenters will stand?
- Will you need to draw on the Wall Panels or use any of their apps or built-in features?
- Will you need any additional tools for your presentation, such as slide-clickers?

Request additional technology tools and technical assistance in advance

- **Clickers** for slideshow presentations.
- **Lavaliers** (lapel microphones) for a hands-free microphone solution.
- **SharePoint Plugins** for a cable-free streaming solution.

The use of any other built-in features or their alternatives requires direct support from the IT Help Desk staff. If you need their support, you can arrange this in advance with an **eSupport ticket** or check if immediate assistance is available at the **Help Desk** located at the end of the Interview Room Corridor on the agency headquarters' first floor.

If you need help, submit a ticket at eSupport.ed.sc.gov
