

Standard Audiovisual Configuration for Conference Rooms Seating 4-15

The following are items to be considered when designing a conference room. These are guidelines and are not meant to address specialized requirements.

- Whiteboard of desired size
- 8 ft. screen
- Ceiling mounted graphics projector (**consult with Physical Plant electricians**)
- Recessed electrical boxes under the floor accommodating the conference table and placement of laptops. *This should be done in pre-construction of the building.*
- Wireless or Ethernet drop for laptops.
- Optional lectern with electrical outlets, computer to projector wall plate with audio connections and Ethernet cable.

Optional Items

- Lighting control at lectern or wall