

# SOBRATO

Community Conference Center

## **AUDIO/VISUAL EQUIPMENT & OTHER AMENITIES**

The Sobrato Nonprofit Center Coordinator will provide *limited* equipment support during business hours (Monday – Friday, 8 am – 5 pm).

The Shoreway Conference Room has two built-in LCD projectors and the Bay Room has one built-in LCD projector, and all other rooms are equipped with powered retractable projection screens. Those rooms without permanent projectors can also be used for presentations, but will require you to request one of the Center's portable LCD projectors during the online room reservation process. The portable projectors are available from the Nonprofit Center Coordinator on a first-come, first-served basis during the hours of Monday – Friday, 8 am – 5 pm.

There will be detailed equipment instructions available on the day of your event in each of the rooms, but if you would like to test your equipment prior to your meeting or event, please contact the Center Coordinator to schedule an appointment time.

At no cost, we are happy to provide the following equipment to support your community event (*note: you must bring your own laptop*):

### **Shoreway Conference Room (Largest Room, 350 building):**

- Two built-in LCD projectors that can connect to *your* laptop (PC or MAC). The projectors can operate together to project the same image, or independently to display different images.
- Two 87" x 139" projection screens
- Built-in teleconference system
- Wireless Internet access

### **Harbor Room (350 building):**

- One 87" x 139" projection screen
- Courtesy phone
- Wireless Internet access
- Portable LCD projector available for use (reservations must be made in advance)

### **Marine Room (350 building):**

- One 87" x 139" projection screen
- Courtesy phone
- Wireless Internet access
- Portable LCD projector available for use (reservations must be made in advance)

### **Bay Rooms A, B & C (Largest Room in 330 building, which may be split by partitions into three rooms):**

- One Polycom phone (reservations must be made in advance)
- Three 87" x 139" projection screens (one in each partitioned room)
- Wireless Internet access
- Portable LCD projector available for use in Bay A and B (reservations must be made in advance)
- Built-in LCD projector in Bay C (or when using the Bay Room Combined)

### **Lagoon Room (330 building):**

- One 87" x 139" projection screen
- Courtesy phone
- Wireless Internet access
- Portable LCD projector available for use (reservations must be made in advance)

### **Cove Room (330 building):**

- One 87" x 139" projection screen
- Courtesy phone
- Wireless Internet access
- Portable LCD projector available for use (reservations must be made in advance)

**Pacific Room (330 building):**

- One 87" x 139" projection screen
- Courtesy phone
- Wireless Internet access
- Portable LCD projector available for use (reservations must be made in advance)

**Channel Room (330 building):**

- One 87" x 139" projection screen
- Courtesy phone
- Wireless Internet access
- Portable LCD projector available for use (reservations must be made in advance)

If you have the need for audio, web or videoconferencing services, you may make your own arrangements at <http://www.intercall.com/services/>.

**TELEPHONE USAGE**

Speakerphones, integrating teleconferencing and/or courtesy phones are provided in each of the conference rooms; however, there are limited outgoing phone lines. Reservations are required to utilize the phone system for conference calls. Please indicate during the online room reservation process that you will be hosting a conference call. Phone usage is limited to local calls (area codes 650, 415 and 408) only.

**WIRELESS INTERNET ACCESS**

All meeting rooms and common areas come equipped with wireless Internet access.