SOBRATO
Community Conference Center

AUDIO/VISUAL EQUIPMENT & OTHER AMENITIES

The Sobrato Community Conference Coordinator will provide *limited* equipment support during business hours (Monday, Wednesday & Friday, 8 am – 5 pm).

Four of the multi-purpose rooms have permanent LCD projectors and screens installed. The other rooms can also be used for presentations, but will require you reserving the Center's portable LCD projector on your Event Request form. The portable projector is available through reservation from the Community Conference Coordinator during the business hours of Monday, Wednesday & Friday, 8 am – 5 pm.

If you would like to test your equipment prior to your meeting or event, please contact the Conference 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)*:

Cupertino Room (Largest Room which may be split by a partition into two smaller rooms):
- Two built-in LCD projectors which 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 8 x 8 projection screens
- PolyCom speakerphone for teleconferencing (reservations must be made in advance)
- Courtesy phone
- Wireless Internet access
- An additional Ethernet plug is available which you may use with *your own* Ethernet cable

Sunnyvale Room (2nd Floor):
- One built-in LCD projector which can connect to *your* laptop (PC or MAC)
- One 8 x 8 projection screen
- PolyCom speakerphone for teleconferencing (reservations must be made in advance)
- Courtesy phone
- Wireless Internet access
- An additional Ethernet plug is available which you may use with *your own* Ethernet cable

Campbell Room:
- One built-in LCD projector which can connect to *your* laptop (PC or MAC)
- One 8 x 8 projection screen
- PolyCom speakerphone for teleconferencing (reservations must be made in advance)
- Courtesy phone
- Wireless Internet access
- An additional Ethernet plug is available which you may use with *your own* Ethernet cable

San Jose Room:
- PolyCom speakerphone for teleconferencing (reservations must be made in advance)
- Courtesy phone
- Wireless Internet access
- An additional Ethernet plug is available which you may use with *your own* Ethernet cable
- Portable LCD projector available for use (reservations must be made in advance)

Santa Clara Room:
- PolyCom speakerphone for teleconferencing (reservations must be made in advance)
- Courtesy phone
- Wireless Internet access
- An additional Ethernet plug is available which you may use with *your own* Ethernet cable
- Portable LCD projector available for use (reservations must be made in advance)

Los Gatos Room:
- PolyCom speakerphone for teleconferencing (reservations must be made in advance)
- Courtesy phone
- Wireless Internet access
- An additional Ethernet plug is available which you may use with *your own* Ethernet cable
- 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 are provided in each conference room; however, there are limited outgoing phone lines. Reservations are required to utilize the phone system for conference calls. Please indicate on your Event Request Form that you will be hosting a conference call. Phone usage is limited to local calls only.

WIRELESS INTERNET ACCESS
All meeting rooms come equipped with wireless internet access; however, participants must have a relatively new wireless card in their laptop in order to access the system.

AMENITIES
The following items are available on a first-come, first-served basis and must be requested on your Event Request form.

☐ Easel (please bring your own flip chart paper and markers)
☐ Portable projector (used for Rooms 3 & 5) to be used with your own laptop, DVD player or VCR

☐ Overhead projector (for transparencies)