



AV/IT "Peace of Mind" Package



PEACE OF MIND AV/IT Technical Support

The success of meetings, presentations and instruction is becoming increasingly dependent on the reliable performance of complicated AV equipment and sophisticated IT hardware and software.

This can add a great deal of stress and worry for your instructors and presenters regardless of how familiar they are with the equipment they are using. To give you the peace of mind that your meeting will not be unduly disrupted by equipment failure or lack of an experienced AV and IT technician, St. Andrew's Club & Conference Centre is pleased to offer our AV/IT "Peace of Mind" Package.

Whether you are using your own equipment, or equipment rented from us, the following services guarantee to keep your meeting running smoothly:

- Technical support during the entire period of your meeting from our on-site trained service technicians. For extremely important presentations an in-room technician is highly recommended to ensure proper volume levels for each speaker, turn off mics not being used to minimize the possibility of feedback thus increasing overall audio quality, seamless switching between multiple PowerPoint slides to minimize distraction to the audience, complimentary background music during breaks, assist with any other requirements you might have.
- Pre-meeting testing of all AV/IT equipment .
- Instructions and tips on optimal use of equipment.
- Back-up replacement equipment in case of hardware failure, charges for new hardware not originally rented from St. Andrew's will apply.
- Setting up the ability to print directly from your own or rented laptop to our central photocopier and receive back collated copies, (first 100 copies – no charge).
- Complimentary FAX service .

Rooms	Price
E2, S5, S6, M1	\$ 50.00
L3, L1, L4, E1, S2, S3/4, C2	\$100.00
S7, L2	\$125.00
S1,C1 & Main Dining Room	\$175.00