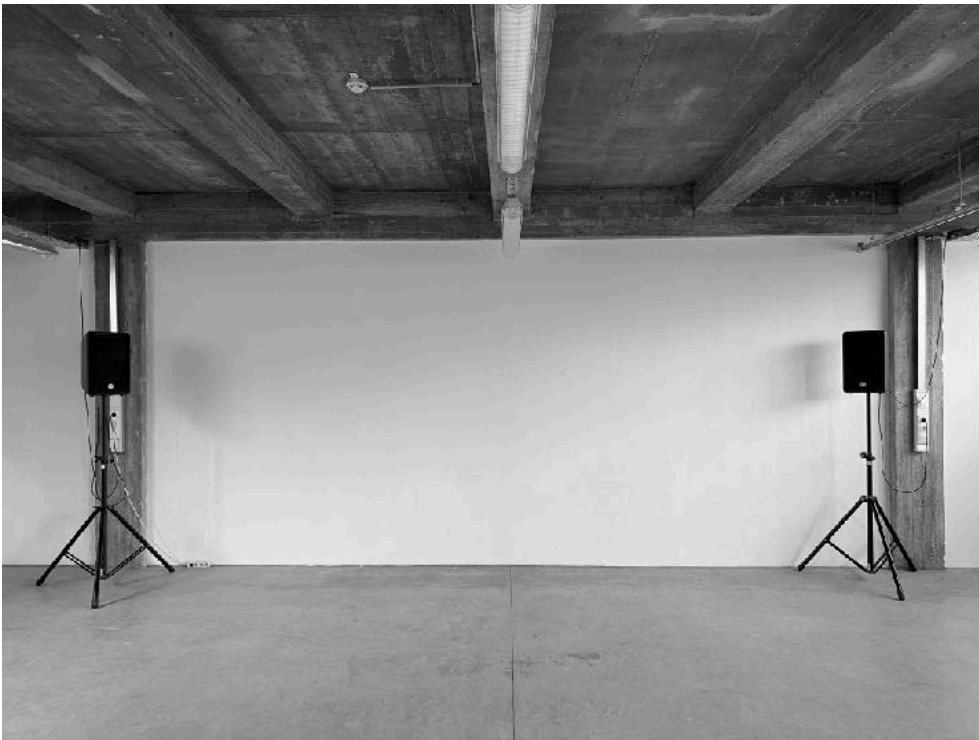


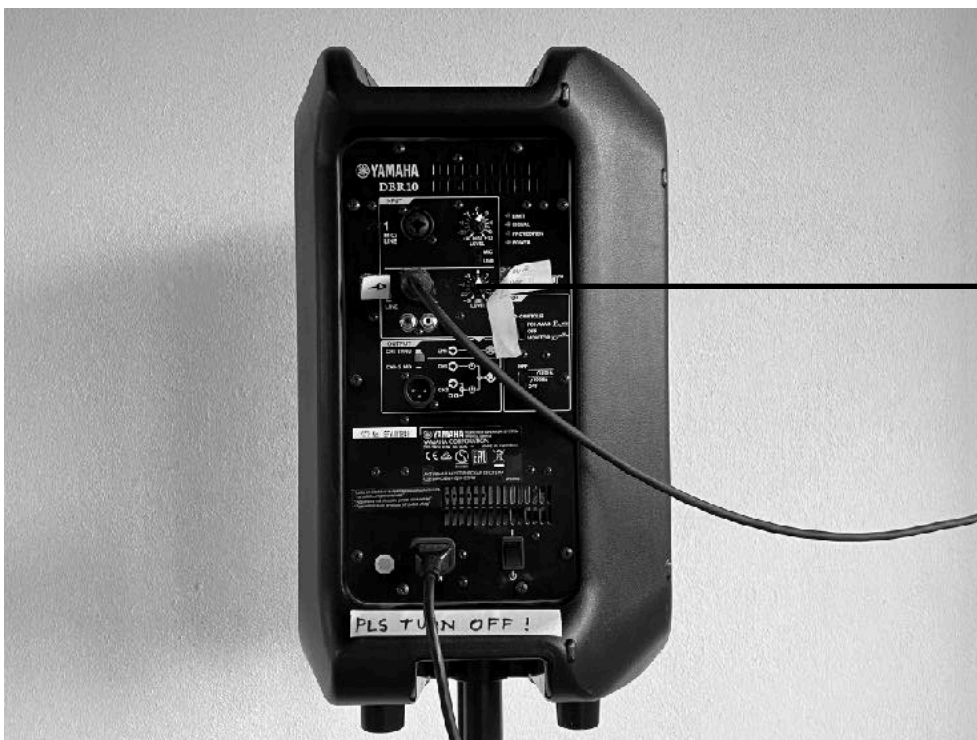


a guide to **set** the seminar room

layout and pictures: konstantin leitner
editors: judith raupp, artur schernthaner-lourdesamy
agreed upon:



- put the **speakers** back in place
- connect them to the **HDMI** and **electricity**
- put back the **metal hanger** with the **aux** and **HDMI** cord if you removed it
- turn off after usage



this (dB) level hat to be on 0 and should not be moved

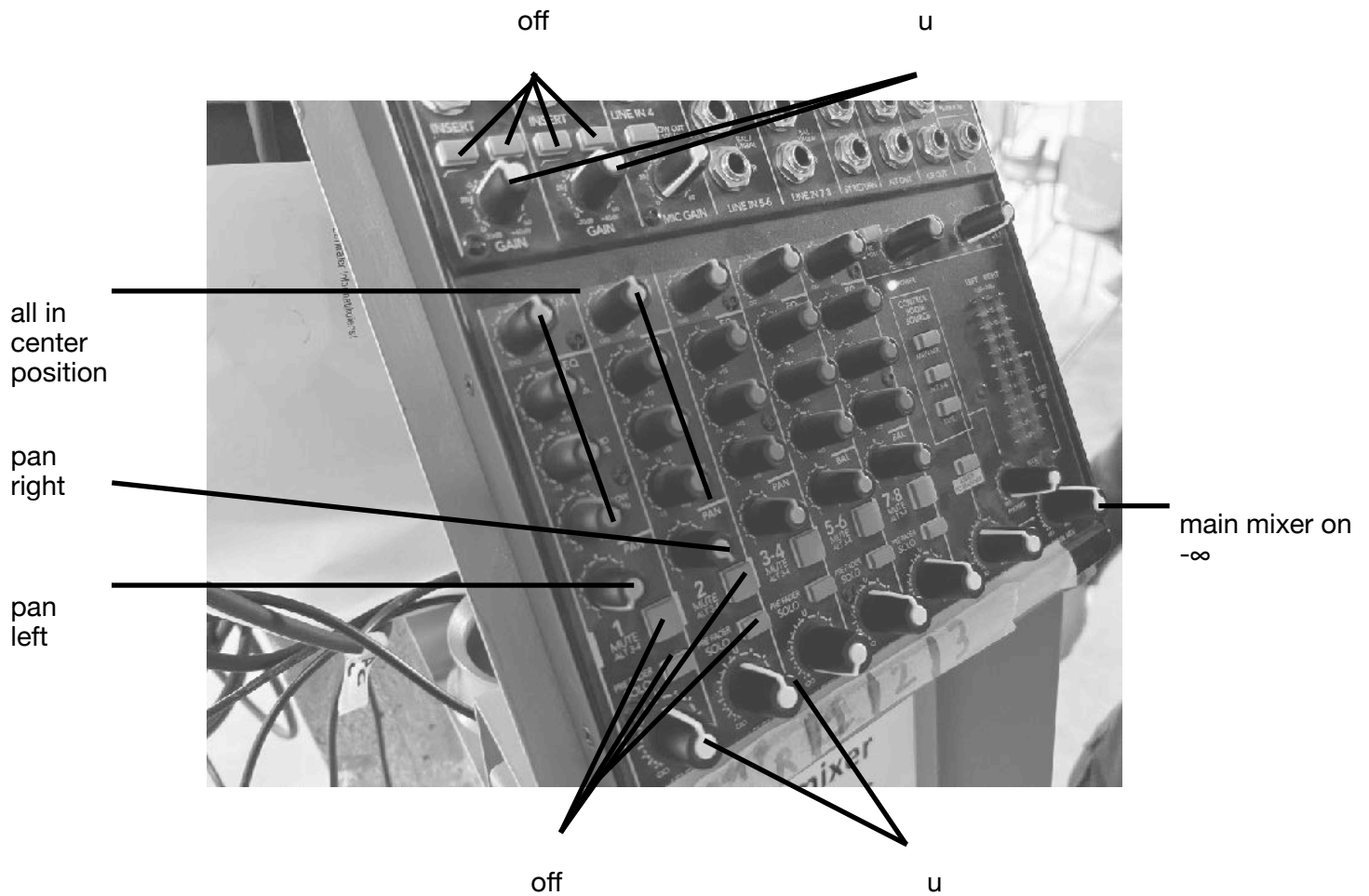


- the beamer has to hang secure and
- connected to **transmission** and **electricity**
- the **image** has to be in focus and centered
- the **remote** is stored at the audio mixer

PC L PC R speaker L speaker R



- plug all four **inputs** correctly
- set all controllers in the correct position (next page)



- when turning the mixer on or off the speakers have to be switched off
- when (un-)plugging the aux cord the main mixer should be on $-\infty$

Use of the Seminar Space

before presentation

- get in touch with one of the team members that you want to use the seminar space for your presentation.
- contact ute to get information regarding when the seminar space is booked and consult when it is possible to work there
- talk to the people who cook on your presentation day and think about where the class can eat instead or if possible, create a schedule that allows both to happen at seminar space

after presentation

- „reset“ the seminar space: chairs, tables, blinds, curtains, multimedia system, clean floor, uniform white walls.
- find details in „guide to set the seminar room“

generally

- the seminar space has to be empty, clean and reset after every use, especially whenever there is a seminar scheduled
- and maybe: before unplugging/changing the setting on something, be sure to make a record before and reset to its original configuration after

handover to Ute

- she will check the space if it is properly done

Space Set-Up

- put all **chairs** back
- put the **tables** back
- if you drilled a hole: fill the hole properly and **paint the whole wall** so that no traces can be seen
+only use **Sefra Firnweiss Dispersionsfarbe wall paint!** it is provided in the office
the other stuff (filler and painting equipment) is in the Exhibition space
- put the **flyer shelf** back in place if it has been moved
- sweep or vacuum clean the room if necessary
- and last make sure the curtain as well as the blinds are up with cranks installed
- close the windows