

One Eleven Congress



Available Equipment & Instructions

- Wifi - identifiable as Cousins-Guest, password is printed on AV podium inside of room
- 75 chairs and 25 seven-foot long tables
- Catering kitchen with 2 microwaves, an ice machine, a dishwasher, a sink and over-sized refrigerator/freezer.
- A/V podium - there are three methods to connect a device for projection:
 1. Electronic touchscreen for enabling projector, microphone use
 - To dial out from the podium, just dial the area code + phone number (do not dial 9 or 1 first).
 2. HDMI cable for connecting a laptop
 3. USB cable for connecting a ClickShare device
 - Download ClickShare app on your smartphone.
 - Connect your laptop using the USB cable.
 - Once plugged in, a ClickShare icon will appear in your "My Computer" screen.
 - Open the ClickShare folder and click "Execute File."
 - Once the ClickShare puck turns solid white, press the center button to connect.
- Equipment bag (available for check-out from the Security Desk on the first floor)
- ClickShare devices for 2 computers
- Remote controls for projector, cable television and sound system
- Wireless handheld microphone and hands-free lapel microphone (optional/by request - not included in bag)

Equipment Inventory – please initial next to each item to verify it is in the bag at check-out and check-in

Check-out	Check-in	
		EQUIPMENT BAG – FRONT FLAP
		Bag strap
		EQUIPMENT BAG – ZIPPER COMPARTMENT
		Remote control – projector
		Remote control – camera
		Remote control – Blu-Ray
		Remote control – television
		(2) ClickShare devices
		Dongle – VGA to VGA (blue)
		Dongle – Mini DisplayPort to DVI (white)
		Dongle – DisplayPort to HDMI (black, short)
		Dongle – DVI to HDMI (black, long)
		BY REQUEST / NOT INCLUDED IN EQUIPMENT BAG
		Wireless handheld microphone and hands-free lapel microphone

Check-out: I acknowledge I have received all items.

Printed Name _____ Signature _____ Today's Date _____

Security Officer's Initials: _____

Check-in: I acknowledge I have returned all items.

Printed Name _____ Signature _____ Today's Date _____

Security Officer's Initials: _____