

PUBLIC SPACE AND SUPPORT SERVICE MATRIX

University of Pennsylvania School of Medicine Auditoria / Conference, Lecture & Seminar Rooms / Faculty Lounge / Breakout Spaces Contact Space Planning & Operations ----- Audio/Visual Support Services 215-898-0514 phone 215-573-2237 fax ----- Special Events and Scheduling 215-573-1111 phone 215-573-1712 fax	**Audio/Visual Technician	Wireless ANX for Slide Projector	Overhead Projector	Wireless Microphone System	Podium without Sound System	Podium with Sound System	VCR / Monitor	VCR / Projector	Portable Laptop Available	Wired Microphone System	Portable LCD Projector	Outfitted/PC with CD Rom + DVD	Outfitted/LCD Projector	Video Taping	Audio Taping	ISDN Video Conferencing	PENN Video Conferencing	Room Configurations Available (see Policy for layouts)	Seating Capacity (dependent upon layout in rooms with multiple configurations - layout E is theatre style, no tables.)	Scheduling Restrictions	Internet IP Address	(M) Whiteboard / (C) Chalkboard	(S) Speakerphone / (P) Phone	(B) Black Key thru Security / (HS) Hand Key thru Security
Austrian Auditorium (Clinical Research Bldg.)	3	3	3	3	3	3					8	3	3	3	3				167	Q	130.91.205.157	C		B
Austrian Lobby Break-Out Space**	\$													\$										B
BRB II/III Auditorium	3	3	3	3	3	3						3	3	3	8	\$	H		250		Booth:128.91.209.1 25 Aud:	W		B
BRB II/III Lobby Break-Out Space**	\$													\$										B
Dunlop Auditorium (Stemmler Hall)	3	3	3	3	3	3						3	3	3	3				480		130.91.98.118	C		B
Dunlop Auditorium Lobby Break-Out Space**	\$													\$										P* B
BRB II/III Seminar Room 251	\$	8	8	8	8	3					8	3	8	8			\$	H	16 @ table / 10 around room	Q	128.91.209.126	W	P*	BS
BRB II/III Seminar Room 252	\$	8	8	8	8	3					8	3	8	8			\$	H	20 @ table / 15 around room	Q	128.91.209.127	W	P*	BS
BRB II/III Seminar Room 253	\$	8	8	8	8	3					8	3	8	8			\$	H		Q	128.91.209.244	W	P*	BS
John Morgan Bldg. Lecture Room - Class of '62	3	3	3	3	3						3	3	3	3			H		162	Q	130.91.168.181	W	P*	B
John Morgan Bldg. Lecture Room - Reunion Auditor	3	3	3	3	3						3	3	3	3			H		162	Q	130.91.168.186	C	P*	B
Stellar-Chance Conference Room 204	\$	8	8	8	8						8						H							W P B
Stellar-Chance Conference Room 104	\$	8	8	8	8						8						H				130.91.197.216	W	P	B
Stellar-Chance Lobby Break-Out Space	\$	8	8	8	8						8													B
BRB II/III Faculty Lounge Conference Room 1412	\$	8	8	8	8	8					8	8					A/B/C/D/E/R		24 / 16 / 16 / 18 / 42/20	F	128.91.209.128	W	S	B
BRB II/III Faculty Lounge Conference Room 1413	\$	8	8	8	8	8					8	8							10	F	128.91.209.129	W	S	BS
BRB II/III Faculty Lounge / Main Lounge Area**		8	8	8	8	8					8	8								F				BS
Wood Room (John Morgan Bldg.)	\$	8	8	8	8	8					8						A/B/C/D/E/R		17 / 32 / 18 / 33 / 40 / 20		130.91.171.160	W & C		HS

Notes:

**Breakout spaces and Faculty Lounge main space would require a portable screen for any type of project. SP&O has a 6' X 6' screen available which works for groups of 20-30 people. Larger screens must be rented from external vendors.
 ***A/V Techs are no cost in checked rooms btwn the hours of 8am and 5pm, M-F. Overtime will be incurred at other times. See policy for further details.
 ****SVGA Portable LCD projector provided, unless XGA requested.

Key:

3 Standard In Room / No Cost
 8 Must Request / No Cost
 \$ Must Request / Cost Incurred
 H Must Request / Coordinate thru Penn Video (89V-IDEO or 898-4336)
 F Restricted Use: See Policy
 Q Queue Scheduling System: See Policy
 * This layout is NOT interchangeable during academic semesters
 P* Phone in Corridor

Set-Up Services:

Chairs
 Easels
 Trash Bins
 Coat Racks
 Disposable Tablecloths @ \$3.00 each
 Tables:
 8'x30"
 8'x18"
 6'x30"
 6'x24"
 48" or 60" Round

Other Services:

Housekeeping & Security as required