

How to request AV, equipment and catering in the Congress Request System

Audiovisual & equipment: Fully Equipped Standard Room

While reviewing your room allocations in the [Congress Request System](#), you should see that the “**Fully Equipped Standard Room (8:00-17:00)**” for \$65 was added, by default, to every one of your allocations. The package includes Computer with Internet access, projector, screen, sound system, 1 wireless microphone system (included in rooms with a capacity over 50 people) and DVD player. If you do not require this, you must remove it from your allocations. To remove, simply expand the individual allocation, click the *Equipment & A/V* button and then select *Delete* in the *Summary* on the right side of your screen.

If your association was given **the same room**, for multiple sessions, **on the same day**, you only need to have one full-day (8:00-17:00) package added to the first session of the day for that room; that package will be available for all sessions that follow in that room. You can delete any additional package automatically added to subsequent sessions. If you have multiple room allocations on the same day, that are 5 hour blocks or less, you should change the full-day package to the half-day (7:30 to 12:00; 12:00 to 17:00; 17:00 to 22:00) package to each room. For each day that you require the equipment, separate requests must be made.

If you plan on using any computer or audiovisual equipment that happens to be built in to the room (but not including existing desks, chairs, blackboard), you must still order the equipment through the [Congress Request System](#). If you don't request it, the equipment will be under lock and key.

What are “extra furnishings”?

Under Equipment & A/V in the [Congress Request System](#), you have the option to request extra furnishings (chairs, tables, poster boards). You should request these items when you want to have furnishings that are not already provided in some other manner.

When you do NOT need to request furnishings:

- To use desks and chairs already in the classroom
- Tables for food and beverage, which will be automatically provided with all catering requests

When you DO need to request furnishings:

- To supplement the existing furniture in the room or special event space (For example, if you are hosting a panel discussion and require a head table and chairs)
- Additional tables, not including catering tables or the Association Greeting Table



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Review your costs for catering and equipment

Whenever you place requests, such as catering or audio-visual equipment and extra furnishings, there is a cost associated with those menu items. This includes the **Fully Equipped Standard Room** package for \$65 that is added by default (unless you remove the request, if it is not needed). You can review the total costs incurred (which the Federation deducts out of your registration revenue) through the [Congress Request System](#):

- Scroll half-way down the page to the block titled “Submit a request (rooms, equipment & A/V, catering)”. The price listed at the end of each line is the total costs incurred for catering and/or equipment that have been added to that room. The total for all requests is shown at the bottom of the page.
- To review the catering and equipment costs attached to a specific room request, click the [+] button beside that room request to expand your options. Click on the “Catering” button or the “Equipment & AV” button, as appropriate. In the right sidebar, you will then see a list of all orders attached to that room.
- You can also download an Excel report, under the “Reports” block at the top of the homepage, of all requests.

Note: Pricing for any special orders that are not listed on the menus (i.e. banquets) will not show up in your list of costs in the Congress Request System. To review your costs for special orders, please refer to quotes and documentation that you will receive when the order is confirmed with the University of Ottawa.