## 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**

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### Audio/Visual Support Services

- **Phone:** 215-898-0514
- **Fax:** 215-573-2237

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### Special Events and Scheduling

- **Phone:** 215-573-1111
- **Fax:** 215-573-1712

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### Audio/Visual Technician

- **Slide Projector**
- **Wireless AMX for Slide Projector**
- **Overhead Projector**
- **VCR / Projector**
- **VCR / Monitor**
- **Podium with Sound System**
- **Podium without Sound System**
- **Wireless Microphone System**
- **Wired Microphone System**
- **Portable Laptop Available**
- **Portable LCD Projector**
- **Outfitted/PC with CD Rom**
- **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

<table>
<thead>
<tr>
<th>Internet IP Address</th>
<th>(W) Whiteboard / (C) Chalkboard</th>
<th>(S) Speakerphone / (P) Phone</th>
<th>(B) Black Key Access / (BS) Black Key thru Security / (HS) Hard Key thru Security</th>
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<td>C</td>
<td>B</td>
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<td>W &amp; C</td>
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### 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.
- **3** Standard In Room / No Cost
- **8** Must Request / No Cost
- **H** Must Request / Coordinate thru Penn Video (898-4336)
- **8** Must Request / Cost Incurred
- **F** Restricted Use: See Policy
- **Q** Queue Scheduling System: See Policy
- **P** Phone in Corridor
- **BS** Housekeeping & Security as required
- **W** Whiteboard / **C** Chalkboard
- **S** Speakerphone / **P** Phone
- **B** Black Key Access / **BS** Black Key thru Security / **HS** Hard Key thru Security
- **6'x30"**
- **8'x18"**
- **6'x30"**
- **6'x24"**
- **48" or 60" Round**

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*This layout is NOT interchangeable during academic semesters.*

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* Queue scheduling system and policy*

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