Applies to: All Students, Faculty, Staff, Trainees and Visitors at Washington University School of Medicine and Outside Contractors/Vendors

GUIDELINES:
Issued: April 13, 2017
Revised:

PURPOSE:
To provide consistency in furnishings and audio visual components in the School of Medicine shared classroom and meeting spaces.

PROCESS:
Washington University School of Medicine

X-Small (2-4) Huddle Room
AV Minimum Requirement
- No AV Required

AV Options
- Commercial 46" Monitor (Size of monitor depends on room size)
- AV Occupancy Sensor (Automatically turns off monitor when room is empty. Allows you to buy a non-24/7 (cheaper) commercial monitor.)
- Wall Plate (HDMI, VGA & Audio Connections)
- Key Pad Controller (Push button controller for consistency and ease of use.)
- Via Connect Pro Wireless Device (Wirelessly Connects Laptop to Monitor)
- Avaya VOIP Polycom Phone

IT Minimum Requirement
- C1 – Single Data Port – For Connectivity
- WAP – Wireless Access Coverage

IT Options
- C1 – Single Data Port - To Key Pad Controller (RMS device monitoring system for WU AV to remotely troubleshoot)
- C1 – Single Data Port - To Via Connect Pro Wireless Device
- C1 – Single Data Port – To Avaya VOIP Polycom Phone

Furniture
- Table
  - Typical training table is 24" x 60"
  - Table can flip up, nest together and is on casters
  - Plastic laminate finish with vinyl edge band typical
• Wood veneer finish in executive areas
• Chairs

• Typical conference room chairs are lightweight, have upholstered seat/back with cantilevered arms and are on casters
• High back, faux leather, 5-star base task chairs in executive areas

Markerboard Surface
• Markerboard paint with accessory rail and accent paint above and below at one wall

Small (4-8) Meeting Room

AV Minimum Requirement
• No AV Required

AV Options
• Commercial 55” Monitor *(Size of monitor depends on room size)*
• AV Occupancy Sensor *(Automatically turns off monitor when room is empty. Allows you to buy a non-24/7 (cheaper) commercial monitor.)*
• Wall Plate *(HDMI, VGA & Audio Connections)*
• Key Pad Controller *(Push button controller for consistency and ease of use.)*
• Via Connect Pro Wireless Device *(Wirelessly Connects Laptop to Monitor)*
• Avaya VOIP Polycom Phone

IT Minimum Requirement
• C1 – Single Data Port – For Connectivity
• WAP – Wireless Access Coverage

IT Options
• C1 – Single Data Port - To Key Pad Controller *(RMS device monitoring system for WU AV to troubleshoot)*
• C1 – Single Data Port - To Via Connect Pro Wireless Device
• C1 – Single Data Port – To Avaya VOIP Polycom Phone

Furniture

• Tables

• Typical training tables are 24” x 60” – reconfigurable for various meeting styles
• Tables can flip up, nest together and are on casters
• Plastic laminate finish with vinyl edge band typical
• Wood veneer finish in executive areas
• Chairs

• Typical conference room chairs are lightweight, have upholstered seat/back with cantilevered arms and are on casters
• High back, faux leather, 5-star base task chairs in executive areas

Markerboard Surface
• Markerboard paint with accessory rail and accent paint above and below at one wall

Medium (8-16) Meeting Room
AV Minimum Requirement
• Commercial 65” Monitor (Size of monitor depends on room size)
• AV Occupancy Sensor (Automatically turns off monitor when room is empty. Allows you to buy a non-24/7 (cheaper) commercial monitor.)
• Wall Plate (HDMI, VGA & Audio Connections)
• Key Pad Controller (Push button controller for consistency and ease of use.)
• Avaya VOIP Polycom Phone

AV Options
• Via Connect Pro Wireless Device (Wirelessly Connects Laptop to Monitor)
• Ceiling Speakers
• Amplifier (Needed when speakers are included in room)
• Web Conferencing – Camera Kit (To be used as a “light” solution for web conferencing in conjunction with a conference phone.)

IT Minimum Requirement
• C1 – Single Data Port – For Connectivity
• C1 – Single Data Port - To Key Pad Controller (RMS device monitoring system for WU AV to troubleshoot)
• C1 – Single Data Port – To Avaya VOIP Polycom Phone
• WAP – Wireless Access Coverage

IT Options
• C1 – Single Data Port - To Via Connect Pro Wireless Device

Furniture
• Tables
• Typical training tables are 24” x 60” – reconfigurable for various meeting styles
• Tables can flip up, nest together and are on casters
• Plastic laminate finish with vinyl edge band typical
• Wood veneer finish in executive areas
• Chairs
• Typical conference room chairs are lightweight, have upholstered seat/back with cantilevered arms and are on casters
• High back, faux leather, 5-star base task chairs in executive areas
Markerboard Surface
- Markerboard paint with accessory rail and accent paint above and below at one wall

Large (16-36) Meeting Room/Classroom

AV Minimum Requirement
- Commercial Monitor or Projector Screen *(Currently, the largest commercial monitor we use is 80” (cost is in the $8K range) because anything larger than 80” incurs a price jump that exceeds the cost of installing a projector and screen. Thus, if a screen larger than 80” is needed, a projector and screen is planned for the room.)*
- Commercial Projector *(Panasonic PT-RZ470 LED (bulb-less) is the current standard for all rooms ($6K price range); Panasonic PT-RZ670 LED (bulb-less) is the upgraded projector for use with diagnostic images ($13K price range).*
- AV Occupancy Sensor *(Automatically turns off monitor/projector when room is empty. Allows you to buy a non-24/7 (cheaper) commercial monitor and saves on the projector life.)*
- Wall Plate *(HDMI, VGA & Audio Connections)*
- Key Pad Controller *(Push button controller for consistency and ease of use.)*
- AV Computer *(Typically a Dedicated AV computer is installed in room to run web conferencing software – in this room as described above, it is not needed to run the room’s AV.)*
- AV Podium or Proximity Wall Mount *(Used to house the AV computer in the room)*
- Avaya VOIP Polycom Phone

AV Options
- Touch Pad Controller *(Upgrade to the Key Pad Controller. Needed when the number of options added to a room exceed the number of buttons available on the Key Pad Controller.)*
- Presentation Switcher *(Needed to run a room when several options are added to a room.)*
- Via Connect Pro Wireless Device *(Wirelessly Connects Laptop to Monitor)*
- Ceiling Speakers
- Amplifier *(Needed when speakers are included in room)*
- Web Conferencing Camera
- Ceiling Microphones *(Needed when built in web conferencing is added to the room)*
- Digital Audio Server *(Needed when microphones are built into the ceiling for web conferencing)*
- Ceiling Box(s) *(To hold ceiling mounted equipment – presentation switcher, amplifier, digital audio server, wireless microphone base, also can provide power or mounting of projectors, etc.)*

IT Minimum Requirement
- C1 – Single Data Port – For Connectivity
• C1 – Single Data Port - To Key Pad Controller (*RMS device monitoring system for WU AV to troubleshoot*)
• C1 – Single Data Port – To Projector (*RMS device monitoring system for WU AV to troubleshoot*)
• C1 – Single Data Port – AV Computer
• C1 – Single Data Port – To Avaya VOIP Polycom Phone
• WAP – Wireless Access Coverage

**IT Options**
• C1 – Single Data Port - To Via Connect Pro Wireless Device
• C1 – Single Data Port - To Presentation Switcher (*RMS device monitoring system for WU AV to troubleshoot*)
• C1 – Single Data Port - To Digital Audio Server (*RMS device monitoring system for WU AV to troubleshoot*)
• C1 – Single Data Port – To Ceiling Box for Built in Web Conferencing Phone Line

**Furniture**
• Tables
  • Typical training tables are 24” x 60” – reconfigurable for various meeting styles
  • Tables can flip up, nest together and are on casters
  • Plastic laminate finish with vinyl edge band typical
  • Wood veneer finish in executive areas
• Chairs
  • Typical conference room chairs are lightweight, have upholstered seat/back with cantilevered arms and are on casters
  • High back, faux leather, 5-star base task chairs in executive areas

**Markerboard Surface**
• Markerboard paint with accessory rail and accent paint above and below at one wall

**X-Large (37-100) Seminar Room**

**AV Minimum Requirement**
• Dual Projector Screens
• Commercial Projectors (*Panasonic PT-RZ470 LED (bulb-less) is the current standard for all rooms ($6K price range); Panasonic PT-RZ670 LED (bulb-less) is the upgraded projector for use with diagnostic images ($13K price range.*)
• AV Occupancy Sensor (Automatically turns off monitor/projector when room is empty. Allows you to buy a non-24/7 (cheaper) commercial monitor and saves on the projector life.)
Wall Plate *(HDMI, VGA & Audio Connections)*
- Touch Pad Controller *(To control use of AV in room with dual projectors and screens)*
- Presentation Switcher *(Needed to run a room when several options are added to a room.)*
- Ceiling Speakers
- Amplifier *(Needed when speakers are included in room)*
- Ceiling Box(s) *(To hold ceiling mounted equipment – presentation switcher, amplifier, digital audio server, wireless microphone base, etc.)*
- AV Computer *(Typically a Dedicated AV computer is installed in room to run web conferencing software – in this room as described above, it is not needed to run the room’s AV.)*
- AV Podium or Proximity Wall Mount *(Used to house the AV computer in the room)*
- Avaya VOIP Polycom Phone

**AV Options**
- Key Pad Controller *(Push button controller for consistency and ease of use.)*
- Via Connect Pro Wireless Device *(Wirelessly Connects Laptop to Monitor)*
- Web Conferencing Camera
- Ceiling Microphones *(Needed when built in web conferencing is added to the room)*
- Digital Audio Server *(Needed when microphones are built into the ceiling for web conferencing)*

**IT Minimum Requirement**
- C1 – Single Data Port – For Connectivity
- C1 – Single Data Port - To Touch Pad Controller *(RMS device monitoring system for WU AV to troubleshoot)*
- C1 – Single Data Port – To Each Projector *(RMS device monitoring system for WU AV to troubleshoot)*
- C1 – Single Data Port - To Presentation Switcher *(RMS device monitoring system for WU AV to troubleshoot)*
- C1 – Single Data Port – AV Computer
- C1 – Single Data Port – To Avaya VOIP Polycom Phone
- WAP – Wireless Access Coverage

**IT Options**
- C1 – Single Data Port - To Via Connect Pro Wireless Device
- C1 – Single Data Port - To Digital Audio Server *(RMS device monitoring system for WU AV to troubleshoot)*
- C1 – Single Data Port – To Ceiling Box for Built in Web Conferencing Phone Line

**Furniture**
Tables

- Typical training tables are 24” x 60” – reconfigurable for various meeting styles
- Tables can flip up, nest together and are on casters
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- Wood veneer finish in executive areas

Chairs

- Typical conference room chairs are lightweight, have upholstered seat/back with cantilevered arms and are on casters
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Markerboard Surface

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*MCC Executive Board Room

- Tables (*new tables ordered)
  - Typical tables will be 30” x 60” – reconfigurable for various meeting styles
  - Tables will flip/nest, are on slim casters and have modesty panels for higher design feel
  - 60” plastic laminate round tables with folding legs will also be available for other meeting types/special events

Chairs

- Combination of two styles of chairs:
  - High back, faux leather, 5-star base executive look task chairs
  - Mid back, faux leather, cantilever base executive side chairs for various meeting styles

Photos