

EDA Lecture Technical Rider

General lecture set-up

The EDA functions as a lecture space for up to 180-seated guests. The space has a lectern at front stage right with microphone, Mac Computer, and laptop connection. All sound is amplified through the house 2.1 sound-system, and visuals are projected at HD quality from the main house projector. Wireless Lapel, headset and handheld mic's are also available.

Projection image size is approximately 15' x 8' (457cm x 244cm)

Lectures can be filmed, live streamed and archived on the UCLA Design Media Arts YouTube channel.

Connecting to the house A/V system

The lectern has a Mac computer with the latest version of Keynote, PowerPoint, Preview, Acrobat reader, VLC, QuickTime player, Safari, Chrome and Firefox.

The lectern also has HDMI (Video ONLY) and 1/8" (3.5mm) mini-jack connection for laptop connection to house projector and sound system.

Please bring the appropriate adaptor for connecting your laptop to the HDMI cable!

The lectern also has Cat 5e Ethernet cable. Free 'UCLA_WIFI' is available but not recommended!

Please bring the appropriate adaptor for connecting your laptop to the Ethernet cable!

HDMI provides visuals ONLY for the house projector (HDMI audio will not go through the house sound system).

Sound from laptops must use the 1/8"(3.5mm) mini-jack cable.

Presentations need be prepared for WUXGA resolution 1920x1200px

Please bring a backup of your presentation on USB thumb drive. Include fonts and all media (just incase!)

What to expect on the day

Sound check, image check and Mic Check is 2hrs before the lecture start time. Please be prepared to spend at least 1 hour with EDA staff whilst they set-up and test all presentation visuals, sound and microphone.

We cannot guarantee the technical success of any presentations, especially those we receive later than our 2 hours testing window.

Once your presentation is set-up we require you to leave your laptop, USB thumbdrive, etc plugged into the lectern until the lecture is finished.

If you are using a wireless mic you will be shown how to turn on, turn off and mute the device.

It will be your responsibility to turn on the wireless mic shortly before you start (we can help you if necessary!)

Most lectures have a 15min Q&A at the end. We request that all questions are asked into a microphone for recording purposes.

Once the lecture is finished, we will collect any EDA microphones and tech from you and close down the space.

INFORMATION WE REQUIRE FROM YOU

Now that you are somewhat familiar with the EDA lecture set-up and capabilities of the space. We require all event organizers to complete the online EDA EVENT PROPOSAL. By submitting this form you are communicating directly with EDA staff so that we can troubleshoot and setup before your arrival in the EDA.

If you are the organizer of the event please make sure you find out the exact and specific audiovisual requirements of your lecturer.

On the day of the event we will always try our best to create a successful lecture, however incorrect information submitted in advance can severely impact the professional success of a lecture. Thank you!

SUBMIT YOUR EDA PROPOSAL HERE:

https://support.dma.ucla.edu/eda/eda_project_form.html

If you have questions please contact:

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