Piper Auditorium Audio-Visual:

Options and Services

# Self-Service:

The following services are available free of charge. Please note that no staff will be on-site for self-service events and Piper’s AV booth will remain locked and inaccessible. Please contact GSD Media Services in advance of your event if you would like a brief tutorial in any of the following services.

**Default setup**

Typically, Piper Auditorium is set up in a “Half-Piper” state. In this setup, the room is bisected by a large curtain, with seating for approximately 150 on the room’s risers. The following audio-visual amenities are provided:

• **Piper podium with HDMI input -** Single cable transmits both video and audio signals. A video adapter ring is in place to accommodate many types of digital devices. For audio, some configuration may be required on your laptop or device. Please refer to the Self-Service Guide located in the Piper podium drawer for details. Podium position is stage-left at the base of the stairs.

• **LCD Projector -** Panasonic projector with a native resolution of 1920 x 1200, and a 5000-lumen output. Can be controlled via the remote control located in the Piper podium drawer. The room’s projection screen can be raised and lowered via a switch located on the exterior of the AV booth, on its east side.

• **Podium microphone** **-** Adjustable gooseneck podium microphone, can be turned on and off via a switch on the podium’s lower shelf.

**Other self-service options (available upon request)**

• **Handheld microphone kit -** Provides access to four wired handheld microphones and desk stands. Parties who borrow this equipment are responsible for its safe return to GSD Media Services.

• **“Full Piper” setup -** All of the above amenities can be transitioned into a “Full Piper” setup, wherein the auditorium’s full floorspace can be utilized. This requires some technical configuration, so please be sure to contact Media Services in advance if you wish to use this setup.

# Technician Services:

AV technicians can be made available to support your event. Please be sure to contact GSD Media Services with at least two weeks’ notice to ensure technician availability.

Technicians can provide the following services:

• **Presentation Media Management** **-** Presentation media (i.e. PowerPoint, Keynote, PDF, video, or other digital files), can be loaded onto the computer in Piper’s AV booth. A technician will assume the responsibility of organizing and providing live execution of these files at the appropriate times, based on an event schedule. This ensures smooth and seamless transitions between each media file. Presenters will maintain control of their presentations via remote and will be able to see their presentation media at the podium via a confidence monitor.

**• Live sound mixing, wireless microphones, and audio recording -** In addition to the podium microphone described above, a large compliment of wireless microphones can be made available with a technician present. Piper features ten wireless handheld microphones and five body pack microphones (available as clip-on lavalieres or over-ear). All audio sources, including those from presentation media, can be live mixed by a technician to ensure clear and balanced audio throughout the duration of the event. Program audio can be easily recorded as a stereo WAV file to a flash drive.

**• Lighting control -** Technicians will adjust lighting conditions to appropriate levels throughout the duration of your event. Please be aware that Piper Auditorium has limited lighting control.

• **Video Recording, program switching and live streaming (requires dedicated technician)** GSD Media Services offers three-camera, program switched event recordings. The technician responsible for overseeing the recording will switch between the three camera angles throughout the event, as is needed and appropriate. Compositing is also available, allowing for picture-in-picture capture when media is being presented. The switched program can also be live streamed to a variety of online platforms. **Please note that the GSD’s streaming platform is only available for events that are part of the GSD’s official public programs series and those wishing to live stream must provide access to another streaming platform.**

**Technician Fees**

Technicians are available at a rate of $80 per hour, with a minimum of two hours. Please be aware that most events that request recording services will require at least two technicians.

**A Note on Video Distribution**

Videos cannot be posted to the GSD website or YouTube channel without first seeking permission from the GSD Communications Department. Additionally, any videos published to these platforms are subject to our accessibility policy and therefore must be captioned. If you wish to distribute your video to these platforms, you or your organization will be responsible for the cost of captioning services (typically $2.10 per minute of content).

**FOR ANY INQUIRIES, PLEASE CONTACT GSD MEDIA SERVICES:** [**MEDIASERVICES@GSD.HARVARD.EDU**](mailto:MEDIASERVICES@GSD.HARVARD.EDU)