



POLICY AND PROCEDURE MEMO

NO. 5.004
DATE: 3/5/2015

SUBJECT: USE OF CEILING MOUNTED PROJECTOR IN
CITY COUNCIL CHAMBERS

D. W. FitzGerald

CITY MANAGER

I. STATEMENT:

The City provides a ceiling mounted projector and large retractable screen in the City Council Chambers for digital presentations. The projector is connected into the Government Channel equipment as a direct input for broadcast and recording purposes.

II. PROCEDURE

Presenters need to bring their own device from which to connect to the projector.

All devices and digital presentations should be tested in advance, between 6:15pm and 6:30pm the night of the broadcast meeting.

Assistance of the MIS Department for advance testing must be arranged no later than noon time of the previous working day.

- The Government Channel computer in Council Chambers cannot be used for running digital presentations. This computer is only used for several functions that support the recording and broadcast of City public meetings.
- For broadcast meetings, the camera operator on duty can assist in the setup of devices at the podium but will not assist in the actual presentation.

III. TECHNICAL REQUIREMENTS

It is best to use a laptop equipped with a VGA port. A VGA male connector is available in City Council Chambers that will connect to the projector and monitors in the room, as well as to the broadcast equipment.

For best results, laptop resolution should be set to 1024x768.

MAC users will need a DVI male to VGA female adapter. When using iPads or other devices, the presenter must bring an adaptor to the VGA male connector.

There is no guarantee of success when using tablets, smartphones or devices with connections other than VGA. A laptop with a VGA port is recommended.

Audio from a presentation is not supported via cabling, it would have to be done using the podium microphone and the speaker from the device.

- END OF PROCEDURE -