

Location and AV Settings

Last Modified on 01/23/2024 6:10 pm EST

Location and AV Settings are configurable both in the Functions and Presentations modules. Location and AV settings are useful when creating items for inclusion on your conference Agenda and Run Sheets.

Locations are especially important to use for all your workshops, meals and events, since your Agendas and Run Sheets will coordinate start/end times, AV requirements, room setups, food and beverage requirements and more to create a comprehensive approach to managing your meeting.

To create a Location for use in the Functions and Presentations settings, follow these steps:

1. Click on the plus icon to the right of the **Location** option.
2. Provide a name for the new Location.
3. Add any comments as needed, such as "The east entrance is on the lower level of the hotel next to Barkley's Cafe".
4. Select **Save**.

To Enable a Location for EventStream Check In:

Checking the Enable box connects this location for EventStream Check Ins. All functions and sessions assigned to this location will appear in the Check In option within EventStream.

To create an Audio Visual item for use in the Functions and Presentations settings, follow these steps:

1. Click on the plus icon to the right of the **Audio Visual** option.
 2. Provide a name for the new Audio Visual item, such as lapel microphone, podium, etc.
 3. Select **Save**.
-