

Location and Audio Visual Settings

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Location and A/V Settings are configurable both in the Functions and Presentations modules. Location and A/V settings are especially 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, A/V 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 Function and Presentation 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 create an Audio-Visual item for use in the Function and Presentation 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**.
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