

From: ConferenceCenter
Sent: 4/23/2013 9:25:46 AM
To: Malashenko, Elizaveta I. (elizaveta.malashenko@cpuc.ca.gov); Stanford, Robert (robert.stanford@cpuc.ca.gov); Ip, Cyrus (Cyrus.Ip@jud.ca.gov)
Cc: Doll, Laura (/O=PG&E/OU=CORPORATE/CN=RECIPIENTS/CN=LRDD); Pete, Aaron (aaron.pete@cpuc.ca.gov)
Bcc:
Subject: RE: AV Equipment for Safety Symposium

Good Morning,

Here is the information you requested

In addition, we have a few questions about who manages the following:

- Panel setup – comfortable chairs vs people sitting at tables? – There is only one type of chair assigned to the Auditorium, which could be placed on the stage either with or without tables in front. You can see the chairs during your dry-run on May 6th and see if they are comfortable enough. Otherwise, you are welcome to bring in any chairs you may prefer over the available chairs.
- Who manages room temp? – Building management (DGS) controls the temperature but they ask that any temperature adjustment requests go through our office, you can call 865-7840 or dial 5-7840 from any house phone should you need any adjustment.
- Lighting? – there are several pre-set lighting arrangements that can be controlled via panels on the side of the Auditorium stage, we can show you these during the dry-run and you can adjust them as needed during your event.
- Any special safety info we need to convey? – page 7 of the attached document has our safety information, let us know if you have additional questions not answered there.

And feel free to contact us with any additional questions that may come up.

Thank you,

Joe Glavin
Conference Center Coordinator

Conference Center Support Services/Center for Judiciary Education and Research (CJER)
Judicial Council of California - Administrative Office of the Courts
415-865-8995, Fax 415-865-4205, joseph.glavin@jud.ca.gov
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From: Ip, Cyrus
Sent: Tuesday, April 23, 2013 8:54 AM
To: Malashenko, Elizaveta I.; Stanford, Robert
Cc: 'Laura Doll (LRDD@pge.com)'; Pete, Aaron; ConferenceCenter
Subject: RE: AV Equipment for Safety Symposium

Hello,

I can address the AV question below, and let conference center staff answer any remaining questions.

Thanks.

Cyrus Ip

Senior AV / Video Technician

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From: Malashenko, Elizaveta I. [<mailto:elizaveta.malashenko@cpuc.ca.gov>]
Sent: Monday, April 22, 2013 5:03 PM
To: Ip, Cyrus; Stanford, Robert
Cc: 'Laura Doll (LRDD@pge.com)'; Pete, Aaron
Subject: AV Equipment for Safety Symposium

Cyrus and Robert,

There recently was a string of e-mails on audio/visual equipment for the Safety Symposium May 7th and 8th. I want to make sure that we are on track with getting everything set-up and that you have what you need. Here is a draft list of requirements that we have:

- Podium with microphone – fixed AND lavalier? – Yes, we will provide a podium wired microphone & wireless lavalier microphone,
- Ability to show DVDs – Yes, there will be access to a DVD player in the Auditorium connected to the house projector.
- Ability to show PowerPoint presentations – Yes, we can help connect your laptop to the projector.
- Lavalier mikes for panelists (6 mikes on a panel) - No, the panelists microphones will need to be wired table top microphones. Usually one per every two panelists. Please let us know how many they have.
- Roaming microphones – at least 2 – No, we only have one wireless handheld microphone available.

In addition, we have a few questions about who manages the following:

- Panel setup – comfortable chairs vs people sitting at tables?
- Who manages room temp?

- Lighting?
- Any special safety info we need to convey?

Also, we are planning to have a “dry run” on May 6th. We’ll need to have some AV support to make sure that everything is functioning properly. Please let us know what we need to do to get all the details finalized.

Kind Regards,

Liza

Elizaveta Malashenko

Acting Deputy Director

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