

## Booking of facilities

If you have any questions or need to know about the rules at AIAS, please contact Tanya McGregor at [tanya@aias.au.dk](mailto:tanya@aias.au.dk) or +45 87 15 36 92. If you wish to book, please contact AIAS at [booking@aias.au.dk](mailto:booking@aias.au.dk)

### AUDITORIUM:

#### Building 1632, room 201. Max. 170 persons

- Video link
- Projector projecting on big screen
- Projector projecting on whiteboard
- Visualizer/digital overhead
- Static computer
- 3 whiteboards
- DVD/ Blu-ray
- Laser pointer
- Lectern with 2 static microphones
- Microphones:
  - 2 hand-held
  - 2 headset
  - 2 desktop
- Cables / transformers
  - HDMI to pc
  - VGA to pc
  - Jack stick
  - USB
  - Sandberg mini DisplayPort to HDMI adapter
  - Apple Digital AV adapter to iPad/iPhone etc.
  - Mini DVI-VGA to Mac
  - Mini DisplayPort to DVI adapter for Mac

### CONFERENCE ROOM:

#### Building 1632, room 203. Max. 24 persons

- Video link
- Projector (monitor)
- Projector projecting on whiteboard

- Whiteboard
- Cables:
  - HDMI to pc
  - VGA with jack stick to pc

## **MEETING ROOM:**

### **Building 1630, room 101. Max. 12 persons**

- Video link
- Projector (monitor)
- Cables:
  - HDMI to pc
  - VGA med jack stick to pc

## **HALL:**

### **Building 1631, room 101. Max. 90 persons in total (48 seated, 42 standing)**

NB: Can *normally* not be booked (common area for AIAS fellows)

- Projector projecting on white wall
- Cables:
  - HDMI to pc
  - VGA with jack stick to pc

## **KITCHEN:**

### **Building 1632, room 125**

Coffee machine, dishwasher and various house hold- and industrial machines are available.

NB: please leave the room as you found it; clean and without trash

## **OTHER THINGS:**

- White board on wheels. Can be found in building 1630, room 103
- Flipchart. Can be found in building 1630, room 103
- Laptop. Can be borrowed from the secretariat in building 1632, room 111