



STATE OF VERMONT
OFFICE OF LEGISLATIVE
INFORMATION TECHNOLOGY

USE OF STATE HOUSE PRESENTATION SYSTEMS

Many outside groups hold meetings at the Vermont State House. All events must be scheduled through the Sergeant-At-Arms' office (802) 828-2228.

- It is the responsibility of the presenter to provide, operate, and troubleshoot their own presentation equipment, including projectors. State House staff are not responsible for setting up or troubleshooting third-party equipment.
- Remember to bring extension cords and spare batteries for remotes, pointers, etc.
- Projection screens, or digital monitors, are available in most rooms, including the House Chamber. There are no screens installed in the Senate Chamber.
- The House Chamber projection screens are permanently installed on either side of the Speaker's podium. These must be raised and lowered by State House staff during business hours.
- The number of portable projection screens in the State House is limited. If your group requires screens in multiple locations, or multiple screens per location, you are encouraged to bring your own to ensure your presentation has the equipment needed to be successful.
- Legislative IT supports HDMI and/or 3.5mm audio connections throughout the State House.

Presenters are strongly encouraged to schedule a time at least 24 hours in advance of their presentation to test their equipment's integration with the State House systems. After you've scheduled your event with the Sergeant-At-Arms office, feel free to contact the Legislative IT Help Desk by calling (802) 828-0291 to schedule this test.