

IDOA Conference Center Multimedia Support

Video Conferencing & Live Streaming

Services Provided

- Setup of microphones, speakers, video displays & cameras
- Setup of lighting where applicable
- Loaner laptop available on request
- On-site troubleshooting and technical assistance
- Pre-event consultation to review event details

Scheduling & Requests

- Submit all multimedia requests at least 4 weeks prior to the event
- Services and equipment are available on a first-come, first-served basis
- Document all multimedia needs in the IDOA Conference Center reservation form

Staffing & Availability

- Support available Monday–Friday, 8:00 AM–4:30 PM
- Events outside these hours require advance notice and may incur additional fees
- Staff assigned based on event complexity and equipment requirements

Equipment Use & Maintenance

- Only authorized personnel may operate equipment
- Equipment inspected before and after each event
- Report any damage or malfunction immediately
- Equipment is provided only for IDOA Conference Center events; no offsite checkout

Security & Access

- Control rooms and storage areas restricted to authorized staff
- Clients and vendors must be escorted in technical areas

Agency Responsibilities

- Manage all aspects of livestream production:
 - video conferencing platform setup (MS Teams Preferred)
 - storage
 - publishing
 - archiving
- Provide accurate multimedia requirements during booking
- Designate a point of contact for event coordination

Off-site & Advanced Multimedia

- Support limited to the IDOA Conference Center
- For offsite or advanced needs, use state-approved vendors via procurement method

Questions about IDOA Multimedia Support can be sent to IDOAVideoSupport@idoa.in.gov