

**Texas Governor's Committee on People with Disabilities
PLANNING ELEMENTS for HOSTING A GOVERNOR'S COMMITTEE MEETING**

GENERAL SPECIFICATIONS

Leading criteria for selecting a location is optimum participation by the public.

Name of Facility	
Facility Address	
Building Name. Conference Room Name/Number	
Seating Capacity for set-up (auditorium, classroom, dining, etc.)	
Primary Contact	
Phone Number & Email Address	

#	Meeting Criteria	Comment	Yes/No
1.	Is this space available at no cost to the GCPD?		
2.	Is this space available for two consecutive days? If so, specify the dates in the comment field.		
3.	Are the facility and room accessible as per Texas Accessibility Standards (TAS)? Include the stage (with ramp or chair lift) and, if used, a podium. Note concerns in comments.		
4.	Is the facility representative willing to sign an Office of the Governor contract or Memorandum of Understanding (MOU)?		
5.	Is this location adjacent to a public bus route, with an accessible path of travel to the facility? Please specify bus stop and bus route in comments.		
6.	Can the space comfortably seat 23 individuals around a U-Shaped table arrangement, plus one additional table for public testimony? (prefer 3 feet of table space per person)		
7.	Can the space accommodate up to 30 guests?		
8.	Is the space in a quiet area of the building, to minimize distractions?		
9.	Does the facility offer Guest Wi-Fi access that is password protected?		
10.	Does the space have available outlets and power strips for participants to plug in electronic devices?		

AUDIO VISUAL and IT NEEDS

Primary Contact for AV Support	
Phone Number & Email Address	
Primary Contact for IT Support	
Phone Number & Email Address	

#	AV/IT Criteria	Comment	Yes/No
1.	Does your system allow all audio files to play through Zoom platform?		
2.	Does the facility have audio visual equipment to meet the following specifications?		
2A.	A minimum of one tabletop microphone for every two meeting participants (not guests).		
2B.	At least one video screen or monitor to display presentations.		
2C.	External speaker or room PA system for sharing the audio of remote presentations.		
2D.	Ability to host one or more Office of the Governor laptop computers to connect to the audio-visual system.		
2E.	Mixing board, AV connections and cabling (USB, CAT 5, HDMI, DVI, etc.) to connect microphones and video inputs and outputs to computers, screens and microphones.		
3.	Does the room have any type of adaptive listening system? Induction loop, infrared, FM radio transmission?		
4.	If the above items are not available, will the facility allow access by an outside vendor to provide AV services?		
5.	Will the facility's AV and IT support staff be available to troubleshoot AV or IT issues during the meeting?		

GCPD CONTACT

Melinda Crockom, Community Outreach & Information Specialist
512-463-5743
melinda.crockom@gov.texas.gov