Presentation Practice Studio Policy



Refer Questions to: Associate Director, Technology, Ext. 6-0405

Revised Date: June 2018 **Approved By:** Division Heads

The Presentation Practice Studio provides University of Maryland, Baltimore students, faculty and staff with the space and technology resources to practice, record and develop presentations as well as to refine public speaking skills. The soundproof studio has audio and video capture and editing capabilities.

The studio is located on the second floor of the HS/HSL. Reservations are required.

General Usage

- ➤ Only current students, faculty and staff at the University of Maryland, Baltimore may use the studio.
- You must have your UMB identification to use the presentation studio. This will be held by Library staff during use of the studio.
- The Studio is available, by reservation only; see the library website for hours.
- There is no technical assistance available evenings or weekends.
- The studio is available for presentation practice only.
- To save your presentation, bring a storage device such as a laptop, SD card or flash drive (8GB for 40 minute presentation;16GB for 80 minutes;32GB for two hours.)
- The room will be held for 15 minutes beyond a reserved time. After 15 minutes, reservations may be cancelled.
- Five person capacity.
- No food/drink.

Reservations

- Reservation requests are made by completing an <u>online reservation request form</u>. No walk-in use.
- A reservation is not confirmed until the requester receives a confirmation email.
- Minimum 24 hour advance notice required for reservation requests.