

# Instructional Media Services Packages and Service Rates FY2015

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ICS Instructional Media Services is the exclusive provider of all instructional equipment and audiovisual services for the Extension Conference Centers (The Pyle Center and The Lowell Center). Additionally, IMS provides a wide range of digital media production and editing services.

The rates listed represent our most requested media services and packages. If you require services not listed, please [contact IMS](#) for consultation. We are happy to assist you with customized services to meet your needs.

## Presentation Packages

### Standard Presentation Package

The standard presentation package includes all the most requested services for in-room presentations. The package includes one computer with DVD drive, USB hub, data connection, LCD projector and screen or flat screen monitor, wireless microphone, document camera (if equipped). Available in The Pyle Center 111, 112, 121, 213, 225, 226, 309, 313, 325, 325/326; and The Lowell Center B1A&B, B1B, Lower Lounge. The package must be reserved for each day of the event.

**\$245.00 per day**

Additional Microphones – **\$ 60.00** each per day  
(*More than two additional microphones requires a custom setup.*  
Please [contact IMS](#) for rate.)

Additional Computers – **\$ 90.00** each per day  
Videoconference upgrade– ● **\$150.00** per day

### LCD Projection

LCD room projector, only. Additional charges for in-room audio may apply. Available only in The Pyle Center 111, 112, 121, 213, 220, 225, 226, 227, 232, 309, 313, 325, 325/326, and lounges; and The Lowell Center B1A&B, B1B, and Lower Lounge.

**\$175.00 per day per projector (includes in-room audio)**

6,000 lumen LCD venue projector with an ultra-short throw lens. The package includes an 88 inch x 144 inch, 16:9 free standing, frame tensioned screen. This projector and screen package allows for a massive image and a small footprint and is perfect for use in the lounges in The Pyle Center and The Lowell Center.

**\$300.00 per day (includes in-room audio)**

## [Distance Learning Package](#)

Includes the most requested services for your local audience PLUS the ability to connect with your remote audiences and presenters with interactive audio, video or web conferencing services (bridging for multipoint connections will incur an additional fee). Includes: one computer with DVD, two flat screen LCD projectors, USB connections, document camera, microphones for all participants, and all appropriate hardware for your audio, video, or web conference. Available in The Pyle Center 227, 232, 235, 314, 327, 332, 335. Suitable for up to 50 participants.

**\$350.00 per day**

## [Distance Learning Package – Small Group](#)

The distance learning package includes the most requested services for presenting to an in-room audience PLUS the ability to connect with your remote audiences and presenters with interactive audio, video or web conferencing services (bridging for multipoint connections will incur an additional fee). The package includes: one computer with DVD drive, one projector and LCD flat screen monitor, USB connections, document camera, microphones for all participants, and all appropriate hardware for your audio, video, or web conference. Available in The Pyle Center 310, only. Suitable for up to 13 participants seated at a conference table.

**\$150.00 per day**

## [Flipped Classrooms](#)

**Now Available!** Specially designed and equipped classrooms provide everything you need to support your flipped classroom needs. Capture and record lectures, hold interactive discussion groups, and host live interactive video and web conferences. Stream your video conference live for easily accessible viewing and discussion. Room 312 and 315 in The Pyle Center. Seating available for up to 15 participants in groups of 5. Each pod is equipped with round discussion-friendly tables and a flat screen monitor to share content. iPads are available at an extra charge. Instructors can record lectures using the in-room cameras and software provided. Files are ready for upload to audio / video sharing sites or your LMS.

**\$300.00 per day**

**\$200.00 per half day**

**\$450.00 per day – 312 and 315 combined**

**\$300.00 per half day – 312 and 315 combined**

*(extra charges may apply for video, audio, and web conference delivery and editing of recorded files)*

## **Computer Labs**

### [Portable Lab](#)

We can supply laptops in any room of The Pyle Center to create a portable lab in any space. We have a limited number of laptops available and they are subject to availability on a first-come, first-serve basis. Please contact IMS for setup information and a price quote.

## **Video and Webcast Packages**

### [Webcast Lecture Capture Upgrade](#)

Upgrade your presentation package or distance learning package with the lecture capture option to make your event available online live or recorded for on-demand viewing with streaming media. Includes one dedicated technician for the duration of the event, setup, and all necessary equipment.

**\$350.00 per day +**

**\$100.00 per hour technical support**

## Enhanced Webcast Lecture Capture Upgrade

Upgrade your presentation package or distance learning package with the lecture capture option to make your event available online live or recorded for on-demand viewing with streaming media. Includes two technicians dedicated to the event for the duration of the event, multiple cameras, streaming, lighting and sound enhancements, and all necessary equipment to provide the most professional, high quality audio and video result.

**\$500.00 per day +  
\$200.00 per hour technical support**

## Remote Lecture Capture Upgrade

We will travel to your facility to capture your event for live or on-demand viewing. We will visit your proposed site to determine lighting, power, networking and other requirements prior to your event. Events outside of the Madison area are charged any related travel expenses. We will provide an estimate of charges prior to your event. Please contact IMS for more information and an estimate. **Remote fee will be bundled with your webcast package.**

**\$250.00 per day +  
\$150.00 per person per day – over night travel fee includes ICS employee travel,  
lodging and food •**

## Webcast Lecture Capture Online File Storage Hosting

One year of online file hosting is included with each package. File storage fees are charged after one year from the date of the event.

**\$60.00 per year per file**

## **Other Equipment and Services**

### Equipment

Some equipment can be rented on a per item basis outside of the packages listed above. Our most popular requests are listed below. If you don't see something you need, please contact IMS for more information and a price quote.

Laptop Computers	\$100.00 each per day
Microphones	\$60.00 each per day
Wireless Presenters	\$10.00 each per day
Laser Pointers	\$10.00 each per day
Power Strips	\$ 5.00 each per day
Wired Network Connection	\$25.00 each per day
Overhead Projector	\$30.00 each per day
Boombox	\$20.00 each per day
DVD/VCR Player	\$40.00 each per day

### Overflow Rooms

When your event requires more than one room in The Pyle Center or The Lowell Center, we can send audio, video and content into an overflow room (when space is available).

Audio, only (one-way broadcast to room) - **\$100.00 per room per day**  
Audio, video, and content (one-way broadcast to room)- **\$250.00 per room per day**  
***Interactive audio requires videoconference add-on***

### Travel and Support

Technical support services - **\$100 per hour per technician**  
Staff travel (travel to and from remote event) - **\$150 per day per person (includes travel, lodging, and food)**

### **Customized Services and Equipment**

We can customize the services for your event to meet your needs. We will meet with you in advance of your meeting to help you determine the best plan for your meeting, and provide you with an estimate of all charges. Please contact IMS for more information.

## **Digital Media Services Rates**

### **Editing Services**

Analog to digital transfer - **\$100 per hour**  
Audio recording services – at your location or in our studio - **\$100 per hour**  
Digital file conversion - **\$100 per hour**  
Online multimedia content creation - **\$100 per hour**

### **Audio and Video Editing**

We provide post-production editing services for audio and video programs that have been recorded by Instructional Communications Systems (for example, WisLine audio conferences, Mediasite webcasts, etc.) Please download and use this [Cut list form](#) to provide us with your editing instructions.

**\$15 per cut**

### **CD Duplication and Packaging**

Standard package price for CDs printed with inkjet labels and your choice of clamshell, standard jewel case, or slimline case:

**\$3.30 per disc when ordered in quantities of 100 – 499 discs.**

Prices for the other available printing and packaging options will vary. Contact the digital media team for more information.

### **DVD Duplication and Packaging**

Duplication, printing, and packaging rates for DVDs are about \$5.00 – \$7.00 per disc depending on your selected options.

### **Archive Recovery**

There are many options available to recover and digitize analog files. Please contact IMS for more information and a price quote.