Audio Visual Services – Main Campus

For classes on main campus, all AV requests must be submitted via email to [Myrna D. Castillo](#) in the UEI office. **We need at least two business days to process your request.**

Please include the following information:

- Seminar leader's name
- Cluster name and seminar number
- Date and time class meets
- Building and room where class meets
- Equipment requested
- Date equipment is needed

Seminar leaders will receive an email confirmation from Campus AVS. **If you do not receive a confirmation, please contact Myrna immediately and she will follow up with AVS.**

IMPORTANT NOTES

- AVS does not issue laptop computers. Seminar leaders either need to provide their own or, if the leader is a graduate student, request one from the CLICC lab (http://www.clicc.ucla.edu).
- AVS charges for delivery, so Cluster policy is that seminar leaders must pick up and return all equipment. If a situation arises where delivery is necessary, the UEI office will charge the cost to that Cluster's S&E fund allocation