

# ASALH proposal for use of CAWO classrooms and equipment.

3.15.2021

<p>ASALH proposes to use the classrooms for programmatic activities including lectures, panel presentations, meetings, training, workshops, and interviews that will be held in-person, virtually, or using a hybrid model. The activities will appeal to a wide range of domestic and international audiences. The equipment requested below will increase and broaden the reach of these activities. The programming will be enhanced by providing the feel of a live meeting with classroom leaders/participants being able to engage audiences of at least 100 participants, which exceeds the number that can be accommodated in the classroom space.</p>	
<p>Smart whiteboard</p>	<p>(2) One mounted, the other collapsible or on wheels. Storage options could be a consideration for which choice you make.</p> <p>Or...</p> <p>Consider a large Smart TV (55-75"). It could be used instead of the 2<sup>nd</sup> white board. For example, connecting it to a webcam mounted over the work area on the desk. This would enable everyone in the room to see it. (See photo below of the textile museum set up #1)</p>
<p>Ceiling projectors</p>	<p>One mounted</p> <p>The other could be available to use anywhere. On location or on the road, designated for "teaching including use in the second classroom if both are booked and need a projector.</p>
<p>Dedicated laptop with the most memory and fastest processor available.</p> <p>This laptop should have at least 2 terabytes of memory so that you can record zoom sessions, on site rather than depend on the Zoom Cloud. Recording could also be put on a flash drive or other stand along drive.</p>	<p>To be used for:</p> <ul style="list-style-type: none"> <li>● Scheduling all the rooms of the property along with classroom activities</li> <li>● Tracking classroom equipment, much like a library system.</li> <li>● Tracking classroom supplies and documenting use of rooms, tracking visitors and students.</li> <li>● Events planning.</li> <li>● Documenting video and IT needs</li> <li>● Tracking specific classroom activities.</li> </ul>
<p>2 cameras* (both should be DSLR cameras)</p>	<p>One camera dedicated for use with the online services. This will be used to support members and students from around the world, whether it be Zoom or live programs, that you want to capture. It should have video recording capabilities and a mic. Be sure to include an external monitor and the necessary cords to connect to the laptop or other devices.</p>

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	<p>One camera could be dedicated for the classrooms that will stay with the setup, the other to be used for all events on or related to the property.</p> <ul style="list-style-type: none"> <li>• Publicity, marketing, promotion, documentation.</li> <li>• Able to be taken off site and outside for events supported or sponsored.</li> </ul>
<p>Zoom or streaming software that accommodates at least 500 people and up to 30-50 breakout rooms.</p> <p>Note the next level package can accommodate more people.</p> <p>Mirror screening software.</p>	<p>Here are some other suggestions:</p> <ol style="list-style-type: none"> <li>1. <u><a href="#">GoToMeeting</a></u></li> <li>2. <u><a href="#">RingCentral Video</a></u></li> <li>3. <u><a href="#">Microsoft Teams</a></u></li> <li>4. <u><a href="#">Google Meet</a></u></li> <li>5. <u><a href="#">Zoom Meetings</a></u></li> <li>6. <u><a href="#">ClickMeeting</a></u></li> <li>7. <u><a href="#">U Meeting</a></u></li> <li>8. <u><a href="#">BigBlueButton</a></u></li> <li>9. <u><a href="#">Bluejeans Meetings</a></u></li> <li>10. <u><a href="#">Lifesize</a></u></li> </ol>
<p>Lighting*</p> <p>Consider room darkening panels or drapes for the windows, as needed.</p>	<ul style="list-style-type: none"> <li>• Lighting for the classrooms should include dimmable ceiling lights, some that are on a track</li> <li>• Spotlights for the speaker, a rear wall light for when the room is dimmed, or lights are off up front so the screen can be seen there are emergency or some type of code lighting on in the room near the exit etc.</li> <li>• A few table lamps like OttLights <u><a href="https://products.ottlite.com/c-190-craft-and-sewing-desk-lamps.aspx">https://products.ottlite.com/c-190-craft-and-sewing-desk-lamps.aspx</a></u></li> <li>• Flashlights for the podium</li> </ul>
<p>Charging ports</p>	<p>Located throughout the rooms to support power and internet access.</p>
<p>Climate control equipment</p>	<p>The rooms on lower floors tend to be either damp or to dry, look into professional grade humidifiers and air purifiers.</p>
<p>Multiple screens*</p>	<p>One dropdown screen for the largest class and one portable screen that can be used in the other class or any location around the facility.</p>
<p>Space efficient furniture that can be broken down to provide a flexible space</p>	<p>Folding tables Folding chairs Podium (description listed separately). If food is allowed tables and lidded trash cans for their disposal.</p>

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	<p>If the room will be used for displaying the work of the students, a hanging system can be installed for the walls similar to those used in museums.</p>
IT support and training	<p>Once you get the equipment, a dedicated person to manage distribution and tracking of the equipment would be the best-case scenario. Someone (a student or intern who can learn or already knows how) could setup, breakdown, use the equipment and work with a database management type program using spreadsheets, for reports etc.</p>
Podium	<p>With electrical sockets, USB ports, HDMI ports, stand or holder for the mic, plugs for equipment and extension cords.</p>
2 Microphones	<p>Robust units, such as a clip-on your clothing type of hands-free mic, and a headset. You can purchase coverings for the mics and toss them after use.</p> <p>Example: Shure SM31FH Fitness Headset Condenser Mic &amp; Case.</p> <p>Mic 1          Shure BLX1 Bodypack Transmitter          (1) Shure BLX4 Single Channel Receiver          (1) Shure SM31FH Fitness Headset Condenser Microphone          (1) Power supply          (1) Clothing clip          (1) Clutch CL-E161205BK Premium Multipurpose Padded Shell Utility Case with Cushion          (1) Wireless Microphone Holster with Belt Clip</p> <p>Mic 2          Shure BLX24R/SM58 Handheld Wireless System (Band J10) - Features the SM58 Handheld Microphone (photo attached)</p> <p>There is a wonderful professional overhead microphone boom stand with locking wheels, it has an 8 ft long extension and raises 6-8 ft. above the viewing area.</p>
Backdrop and its support system.	<p><b>Like an Emart Photo Video Studio 10 Ft Adjustable Background Stand Backdrop Support System Kit with Carry Bag. Found on Amazon.</b></p>

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	<ul style="list-style-type: none"> <li>• This unit can also be used to hang artwork, quilts, separate space, block areas of the room.</li> <li>• This system can also be used to hold up a green screen. (photo attached)</li> </ul>
<p>Other items needed for actual online classroom setup and for 6 ft. apart social distancing protocols. These will all come in handy after the pandemic ends.</p>	
<p>A large Screen, smart TV, latest model possible, Sony or LG have some of the best picture and LG created the software everyone else uses. The tv can also substitute as a monitor in the classroom. See picture below.</p> <p>Desktop monitor for each class and laptop</p> <p>Textile Museum in Midwest (see two photos)</p>	<ul style="list-style-type: none"> <li>• If you are streaming, doing webinars, Zoom meetings, etc. the IT person will need monitors. Picture of a set up below.</li> <li>• Two folding tables, 2 laptops and a desktop with another monitor, camera pointing down at the hands of the instructor, more details with the photo.</li> </ul>
<p><b>Sounding proofing materials</b></p>	<p>Soundproofing and sound damping are two terms that are sometimes confused as the same thing when in reality, sound damping is just one of the ways to reduce noise in an object or room.</p> <p>... Damping – dissipates vibrational energy before it can build up and radiate as sound.</p> <p>Absorption – Trapping the sound waves.</p>
<p><b>Desktop set up for using Zoom in the classroom or office</b></p>	<p>You may have this already set up in a conference room but the classroom set up with the laptop can be used there as well.</p>
<p><b>Streaming Webcam with a stand, for tabletop use and a built-in clip for hanging off the monitor.</b></p> <p>(Two are pictured below; they are similar but have different functions. There is a wide range of price points available.)</p>	<p>Logitech has various styles and models. As does the Razer Kiyu. These two brands, like others, may have built in mics, lights and covers which block the camera when you need privacy.</p>
<p><b>Gooseneck or straight mount phone, tablet or webcam holder, which fastens to the edge of the desk or table allowing you to stream the item/s directly to the zoom meeting.</b></p>	<p>This is in addition to the basic setup. If the laptop camera is in use by the IT person, this would allow you to capture any person in the room from the spot they are sitting, as long as the webcam can reach their location.</p> <p>For instance, you had four guest speakers post Covid. This camera could capture all or each one individually, depending on the way the webcam and mounts were used.</p>
<p><b>Ring light setup, desktop is OK but one that attaches to both a desk or floor model tripod would give you greater flexibility.</b></p>	<p>Will offer the opportunity to highlight speakers or students as needed. Especially if the room tends to be dark or have areas of light and dark. It's a wonderful to even out the lighting and put your speaker in the best possible light. Pun intended.</p>

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<b>Docking Stations</b>	<p>You may need a docking station with all the cords and connections needed to set up various scenarios. Two may be needed one for a laptop and the other when Zooming with a large group so that you can connect two or three monitors.</p> <p>A PC setup and an Apple set up would both be helpful. Both use USB connectors, but Apple has moved there latest products from the old USB to a USB3 narrow point connector. The second docking station I purchased has more ports and I can use it with both brands of computers. Something to consider if you have guest speakers or instructors who bring their own equipment.</p>

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These are suggestions and pictures with an itemized list of the features to look for, not necessarily the specific items I would select, nor the vendor – via Amazon that I would choose. My choice would be the highest quality and warranty

## Adjustable Background Stand Backdrop Support System Kit

The screenshot shows an Amazon product listing for the "Emart Adjustable Backdrop Stand with Carry Bag". The product is displayed as a black metal frame on two tripods, with a carry bag and four clamps. The price is listed as \$48.80. The page includes navigation links, a "Back to results" link, and a "VIDEO" icon. The product title is "Emart Phot Adjustable Backdrop Stand with Carry Bag". The price is "\$48.80". There is a "Coupon" section with a "Save a coupon" button. The product is labeled as a "#1 Best Seller" in its category. The page also includes a "Thank you for being a Card" message and a "May be available at potentially without" notice. The product details include "Brand: EMART", "Item Weight: 6.7", and "Occasion: Graduate".

Amazon.com Shopping Cart

Camera & Photo Deals Best Sellers DSLR Cameras Mirrorless Cameras Lenses Point-and-Shoot

**Dazzne** LED Video Lighting Kit with Wireless Remote

Back to results

EMART

EMART

Roll over image to zoom in

EMART Phot Adjustable Backdrop Stand with Carry Bag

Visit the EMART Store

★★★★★ 1

272 answered questions

#1 Best Seller in Photography Backdrops

Price: **\$48.80**

Coupon  Save a coupon. Details

Thank you for being a Card: Pay \$0.00 up to \$100 with Rewards Visa Card.

May be available at potentially without

Extra Savings Promotions

Brand EMART

Item Weight 6.7

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[Instruments](#) [Deals](#) [Guitars](#) [Bass](#) [Amp](#)

ilts



Roll over image to zoom in

Shure SM31FH Fitness Headset Condenser Microphone & Case Packag



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## Shure BLX24R/SM58 Handheld Wireless System (Band J10) - Features the SM58 Handheld



### Microphone

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#### Shure BLX24R/SM58 Handheld Wireless System Features:

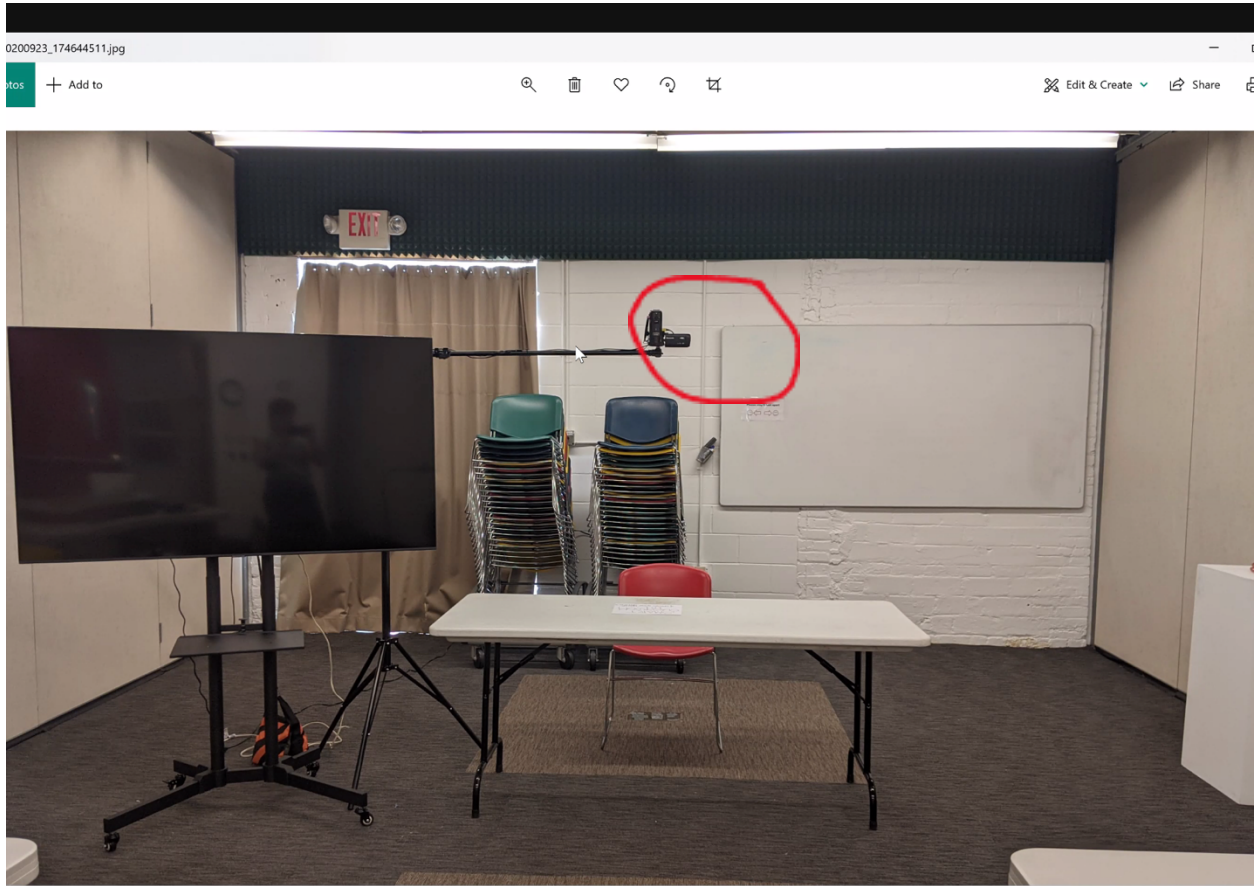
- Up to 12 compatible systems per frequency band (region dependent.)
- Microprocessor-controlled internal antenna diversity.
- One-touch QuickScan frequency selection quickly locates the best frequency.
- 1/4" and XLR audio outputs.
- Two color audio status indicator LED.
- Green: Normal audio levels.
- Red: Excessive audio levels (overload / clipping.)
- Adjustable output level.
- Removable antennas for quick antenna distribution.
- LCD display with detailed RF and audio metering.
- Rugged metal construction, rack mount hardware included.
- Power and battery status LED.
- Adjustable gain control.
- Quick & easy frequency matching.
- 2 AA batteries provide up to 14 hours of continuous use.
- 300 feet (91 m.)
- Performance tested, industry standard.
- Uniform cardioid pick-up pattern for maximum gain before feedback and excellent rejection of off-axis sound.
- Tailored frequency response specifically shaped for vocals, with brightened midrange and bass roll off to control proximity effect.
- Advanced pneumatic shock mount system that minimizes transmission of mechanical noise and vibration.
- Steel-mesh grille and enamel-coated metal construction resist wear and abuse.
- Effective built in pop-filter reduces undesirable wind and breathe noise.
- Furnished with zippered storage bag and break-resistant stand adapter.
- Extremely durable under the heaviest use.
- Shure quality, ruggedness and reliability.



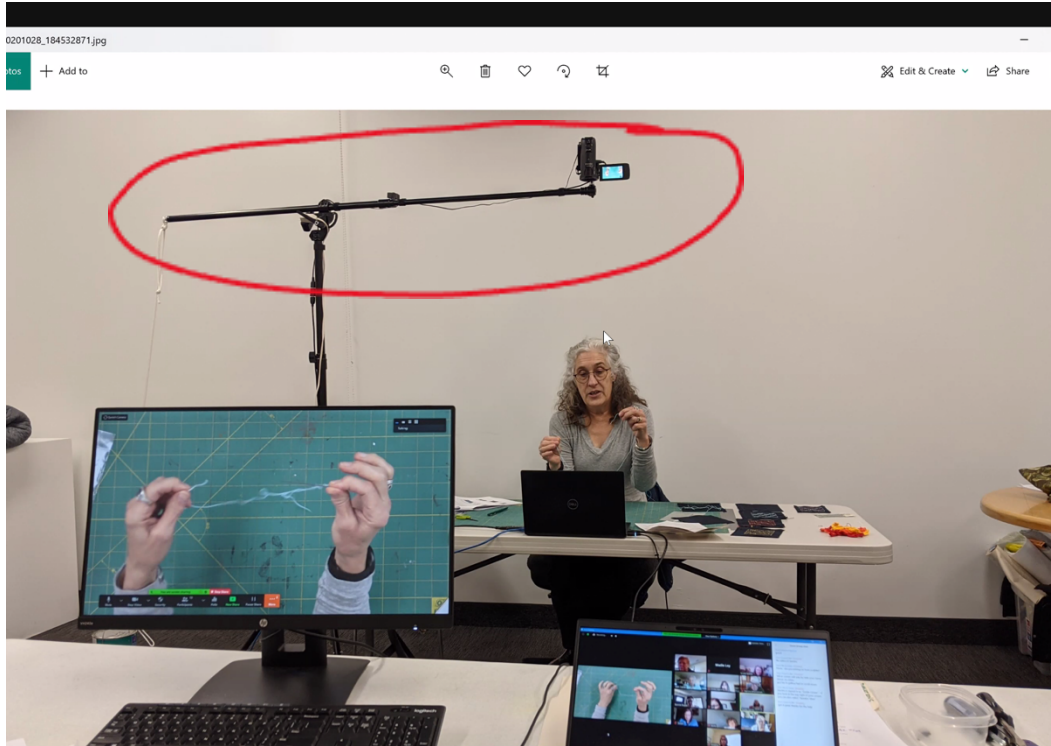
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Textile Museum classroom set up # one. Large screen tv used as a monitor, all students can see. Minimum of 65 inches. Also featured is the downward facing camera on a tripod with a boom type extension allowing viewing of entire table or work the instructor is doing for the entire room, also enabling safe distancing set up for students. All examples of the work can be seen on the screen.



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This photo shows the zoom class with the accompanying equipment they use. Here the instructor and the class monitor both have either a laptop, desktop, keyboard, boom extension bar with the attached camera pointing down at the instructors hands or it could be pointing at the speaker for zoom purposes.

This set up can be used for speakers or teachers when providing zoom or in person programming.

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ies

**Buy it again**  
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**Logitech BRIO Ultra HD Webcam for Video Conferencing, Recording, and Streaming - Black**  
★★★★★ ~ 4,690  
**Personal Computers**  
\$190<sup>92</sup> ~~\$199.99~~  
✓prime FREE Delivery Mon, Mar 15

**Razer Kiyo Streaming Webcam: 1080p 30 FPS / 720p 60 FPS - Ring Light w/ Adjustable Brightness - Built-in Microphon...**  
★★★★★ ~ 2,524  
**Personal Computers**  
\$87<sup>00</sup> ~~\$99.99~~  
✓prime FREE One-Day

Green screen for backdrop...

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Green screens.

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Sponsored



Sponsored ⓘ

Etubby Webcam Stand Desktop Adjustable Suspension Boom Scissor Arm Camera Clamp Webcam Mount Holder f...

★★★★★ 138

\$17<sup>98</sup>

✓prime FREE Delivery Mon, Mar 15

Etubby Webcam Stand Desktop Adjustable Suspension Boom Scissor Arm Camera Clamp Webcam Mount Holder for Logitech Webcam C920 C930 C922 C615, Microsoft LifeCam and Other Devices with 1/4" Thread

The above Logitech webcams are also excellent products to use.