

A variety of multimedia services are available to meet audio, video and presentation needs at the Bloomberg School of Public Health.

To make a request, log onto the my.jhsph.edu Intranet portal and open a help call with the Support Services Multimedia Department. Complete and submit the relevant form with all required information. **Remember, contact the Multimedia Department to schedule audiovisual equipment or request multimedia services at least five business days in advance.**

- **For a Multimedia request:** https://my.jhsph.edu/Offices/SupportServices/Multimedia/Documents/Multimedia_Request_Form.aspx
- **For a Production request:** https://my.jhsph.edu/Offices/SupportServices/Multimedia/Documents/Production_Request_Form.aspx
- **For a Video Conference request:** <http://www.jhsph.edu/supportservices/Multimedia/videoconference.html>

(Note: Requests must be submitted at least 2 weeks prior to the videoconference)

<i>Description</i>	<i>Cost</i>	<i>Description</i>	<i>Cost</i>
Audio		Audio Production Services	
Microphone (Floor / Table / Lavalier / Lapel)	N/C	Record	\$50.00/hr
Teleconference equipment	\$25.00	Edit	\$50.00/hr
		Digitize	\$50.00/hr
Visual		Video Production Services	
Overhead transparency projector	N/C	Video recording	
Laptop computer	\$50 per day/session	1 st hour (includes standard editing)	\$200.00
Computer LCD projector	\$50 per day/session	Each additional hour	\$100.00
Television/DVD/VCR combo unit on cart	N/C	Each extra editing hour	\$100.00
Laser pointer	N/C	Video digitizing	\$75.00
Portable projection screen	N/C	Video compression (convert video to QuickTime, Windows Media, etc.)	\$50.00/hr
Hi-8/Mini DV recording tape	\$8	Webcasting	\$200.00/1st hr
Multi-Format recording dubbing	\$35	Each additional business hour	\$100.00
Videotape conversion to DVD	\$25	Video conferencing (1 st business hour)	\$125.00 per session
		Each additional business hour	\$25.00
Labor		Video conferencing (1 st non-business hour)	\$135.00 per session
AV technician on-site		Each additional non-business hour	\$35.00
Monday – Friday, 8:30 a.m. – 5:00 p.m.	\$25.00/hr		
After 5:00p.m. or weekends	\$35.00/hr		
Overflow or Satellite Preparation			
LCD projector rental not included	\$50.00 per session		

Note: All video conferences require two weeks advance notice. Video conferences for JHSPH registered courses are priced differently, please contact the Multimedia Department.