

Syllabus+ Suitability Glossary

EQ – Equipment.

These are suitabilities for Audio Visual (AV) equipment in central rooms.

CTS EQ - DATA PROJ SINGLE / LCD SCREEN – at least one data projector or screen to display content on. In smaller flat rooms this will be an LCD screen.

CTS EQ - DATA PROJ DUAL / LCD SCREENS DUAL – more than one data projector or screen to display content on, mainly available in larger lecture theatres.

CTS EQ - DUAL (HYBRID) DELIVERY – allows the same session to be delivered both in person and remotely. More information can be found on [the Dual Delivery website](#).

CTS EQ - HANDWRITING CAPTURE BOARD – a camera positioned above a traditional whiteboard and allows for capturing and sharing of any written content, (the whiteboard can also be used in the traditional manner).

CTS EQ - REPEATER SCREENS – multiple screens around to room to allow for group work.

CTS EQ - SOLSTICE (BYOD) – Bring Your Own Device, allows users to connect wirelessly to AV facilities and displays in a room using their own device. More information can be found on [the Solstice website](#).

Podcasting

There are two types of podcasting.

‘Standard’ podcasting where a presentation and any audio from the lecturer is recorded. This is available in most of the Central Teaching Rooms and some School/Faculty spaces, and for most activities will be all that is required.

CTS EQ – PODCAST if you require this in a central teaching room.

SCHOOL BOOKINGS ONLY – PODCAST if you require this in a School/Faculty owned room.

Camera podcasting, in addition to the functionality for standard podcasting, has a camera which follows the lecturer at the front of the room and records what they write on the writing surface, useful for mathematical subjects which involve a lot of writing formulas. There are only a small number of these and they are mainly available in larger teaching rooms. You should only request this if its needed.

CTS EQ - PODCAST CAMERA if you require this in a central teaching room.

SCHOOL BOOKINGS ONLY - PODCAST CAMERA if you require this in a School/Faculty owned room (note only available in a handful of AMBS rooms currently)

More information on podcasting (lecture capture), including a list of locations and what podcast equipment they have, can be found on [the Podcasting website](#).

Flexible Furniture

CTS FLEXIBLE FURNITURE – moveable furniture with tables and chairs on wheels enabling easy reconfiguration.

RT – Room Type

These are suitabilities to request a specific type of room. A maximum of one of these should be selected per activity.

CTS RT - FLAT TEACHING ROOM – a flat centrally managed teaching room

CTS RT - TIERED LECTURE THEATRE – a tiered centrally managed lecture theatre

CTS RT – BLENDED LECTURE THEATRE – a blended centrally managed lecture theatre (slightly tiered but set up for group work. Only two rooms in the Engineering Building of this room type)

DASS Suitabilities

These are suitabilities to request a specific type of room to meet a DASS requirement. They should be accompanied with additional information about the type of room and reason why its required to ensure a suitable room is allocated.

CTS DASS - HEARING LOOP – a room with a hearing loop for users who are hearing impaired.

CTS DASS - HEIGHT ADJUSTABLE DESK – a room with at least one powered height adjustable desk for wheelchair users.

CTS DASS - SEAT W/CHAIR - a room which has a dedicated seat/space for a wheelchair user, or moveable furniture.

CTS DASS - STAFF ACCESSIBLE – a room where the front part including teaching desk is wheelchair accessible for lecturers/presenters.

CTS DASS - STUDENT ACCESSIBLE – a room which is wheelchair accessible for students and the audience.

IT- PC Cluster Suitabilities

These are suitabilities to request a computer cluster.

IT - CENTRAL COMPUTER CLUSTERS – if you require a central IT computer cluster.

IT - COMPUTER CLUSTERS MECD – if you require a cluster in the Engineering Building (generally these will be reserved to FSE activities only)

IT - STOPFORD COMPUTER CLUSTERS – if you require a cluster in the Stopford Building (generally these will be reserved to FMBH activities only)

There are also various Department/School/Faculty suitabilities set up too. These should be self-explanatory, but any queries should be directed to the relevant Faculty Scheduling team who can also request additional suitabilities as required.