

Re: PROPOSAL FOR A MULTIMEDIA BOARDROOM SOLUTION.

We wish to give you a proposal for Multimedia Boardroom Solution at your office boardroom.

AN EXAMPLE OF A MULTIMEDIA BOARDROOM/CONFERENCE CENTRE



We would like to emphasize that advantages of Audio Visual equipments will vary from equipment to the other. e.g.

Electric projection screens;

An electric projector screen is definitely more useful than standard fixed projector screens. Standard screens have to be pulled up and down depending upon whether its being used or not. Thus making its lifespan short.

Electric projector screens are basically fitted with motors that enable a user to pull the screen up or down by using a remote control or some other controlling device.

Consequently, one can utilize the screen space by hanging a picture or some other decorative item when the screen is not in use.

Therefore the main benefit provided by these types of screens is the convenience of not having to worry about the screen.

On the other hand, electric projector screens are perfectly tensioned in the sense that the screen is always flat and smooth thereby being devoid of any ripples.

In general Electric projection screens are;

- Long-lasting
- Convenient
- Minimal maintenance
- Use less space

It is also worth noting that a Multimedia Boardroom Solution can be installed in phases and need not be done all at one go.

However other considerations like décor, lighting and sound proofing may be necessary and may increase the costs of the project.

UPGRADE YOUR BOARDROOM INTO A MODERN BOARDROOM

The Boardroom has traditionally been an isolated centre that is only occupied during meetings.

During such meetings, pen and paper seem to be the norm. Proceedings, Presentations and Minutes are usually on paper.

Organization facilitators have to distribute these in hard copy. With networking technology, digital recording systems and modern presentation technology, this need not be the case.

Organizations should consider the **Boardroom as a Resource Centre** to be used for meetings, brainstorming sessions and knowledge sharing and sufficiently equip it to be able to perform these functions.

Since **the basic infrastructure exists in most modern organizations**, addition of minimal multimedia equipment in the Boardroom and Integration with the existing infrastructure should be able to **turn the Organization Boardroom into a truly Multimedia Boardroom and Resource Centre**.

The inclusion of multimedia equipment, preferably installed has several advantages and benefits:

- Multimedia equipment provides a very efficient media for **delivering ideas more effectively**. By connecting a projector to the internet for example it is possible to **access websites and present them on to a large group**.
- Multimedia equipment **enables a large group to work together on any project**. By connecting a Projector to a laptop for example work may be shared in any format.
- By enabling **presenters to present their ideas on a projector, meetings may be finished a lot faster than the traditional manner**.
- It is possible to **save costs on handouts** since the presentations are available to each participant to save and retrieve at their own convenient from the network.
- Multimedia equipment in a Boardroom **enhances the organizations' image**.
- For those who prefer to present on traditional whiteboards, **Electronic Interactive Whiteboards** give the look and feel of a traditional whiteboard. They however can be **connected to your computer network** and any materials written on the boards can be saved, emailed or printed as required.

We look forward to a Solid Long Term Ongoing Business Relationship with your Esteemed Corporate Organization.

Yours Faithfully,

Tom Njeru,

Projects & Technical Executive,

Digital Farm Technologies,

P.O.BOX 67899 00200, NAIROBI,

TEL: 254 20 8091574, 0772 605 937.

Mob: 254 0722 957 582, 0732 957 582,

FAX : 254 20 2225702.

Email: digitalfarmsys@gmail.com