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Each need may involve a wide variety of applications or activities that would support the user's needs. The important part of the program meeting is to focus on these applications as they relate to the end-user's needs.

Examples of Typical Applications

- General meetings
- Sales force education and coordination
- Product demonstrations
- Classroom teaching and training
- Remote medical diagnosis or training
- Musical or dramatic performance
- Legislative proceedings
- Court proceedings
- Board meetings
- Executive briefings
- Information display

AV Tasks and Parameters

Once the required applications and activities have been captured, the AV tasks that support them can be investigated in more detail. This information determines the overall system configurations and budgets documented in the Program Report.

There are two levels to the information needed at this point:
1. Identification of the tasks that support the applications
2. Identification of the parameters of each task

At the task level, the AV team needs to know what type of AV functions and systems will be needed to support the applications. For example, a common AV task to support many applications is the display of images. If this is needed, then the result of the programming process for this task is establishment of the parameters of the image display, the number of images needed at one time, the resolution of the images to be displayed, the type of video sources to be displayed, and the aspect ratio of the images. These parameters feed into the design process to determine both the facility requirements (display size, room size, room configuration, and lighting, for instance) and the system requirements (e.g., type and brightness of projector, number of inputs and video switching requirements).

Two examples of tasks that may require that parameters be determined are shown in the table below:

AV Task	Parameters of AV Task
Image display	■ Number of simultaneous images ■ Source resolutions ■ Sources/signal types to be displayed ■ Aspect ratio of sources
Audio playback	■ Number of audio sources ■ Audio signal types ■ Area to be covered by loudspeakers ■ Distribution of audio to other locations

These and more AV tasks that may need to be addressed are included in a list at the end of the chapter.

Infrastructure Questions

Infrastructure issues must also be addressed to obtain information on the impact that the AV systems will have on the space or building design. Some of the areas that should be covered and questions related to each area are listed below:

Space Allocation

If spaces have already been allocated, part of the AV program exercise is to verify that those allocations will accommodate the application. Questions might include:

■ Is there adequate seating and workspace area?

■ Is there adequate accommodation of a presenter and lectern or podium, if needed?

■ Is there adequate space for equipment including rear projection, control or equipment rooms, if needed?