PSAV

Services:
Virtual/hybrid conferences or events

Supplier Contact:
Courtney Bunch
888-847-4948
cbunch@psav.com

Purchasing Method:
In order to use PSAV for your virtual/hybrid conference or event, please adhere to the following instructions. Registration for the event (either free or paid) is not handled through PSAV. Departments will need to complete registration in one of two ways:

- If the department can manage registration and payment through their Pitt Merchant account, they can send the registration information, once processed on the University end, to PSAV through a data download/upload. For information about the process to become a Pitt Merchant visit ebusiness.pitt.edu/index.php. Please note that it takes 8 to 12 weeks to complete the overall approval process for becoming a Pitt Merchant.
- The University’s Conference Services Department offers a registration service through KX Registration that provides registration for all free and paid attendees in which the department would NOT need to become a Pitt Merchant. For more details about KX Registration, visit this page.

To Get Started Using PSAV:
1. Contact PSAV’s primary contact, Courtney Bunch (cbunch@psav.com or 888-847-4948), to initiate a virtual/hybrid conference/event discussion, timeline, platform design, and pricing. Courtney will provide the department with an overview of the platform to help them decide if the virtual/hybrid services PSAV offers would be a good fit for the department’s event.
2. If the department chooses PSAV for their virtual/hybrid conference/event, Courtney will develop a proposal which will specify the details and pricing for your event.
3. For each event, the department will designate a point of contact (name and University email address), with signature authority, and establish a department billing address to create a sub-account within PSAV.
4. Courtney will email the completed proposal (valid for 30 days) to the department point of contact for signature.
5. The department will review, sign, and return the proposal to Courtney at least 6 to 8 weeks prior to the virtual/hybrid conference/event.

Pricing:
A custom quote will be developed on the proposal based on consultation with PSAV's primary contact. The platform options are Chime Live and Content1 Virtual.

University of Pittsburgh
Procurement Specialist:
Melissa Vrana
412-624-6210
mvrana@cfo.pitt.edu

Commodity:
Virtual Conferences & Events
**PSAV**

**Payment for PSAV Invoice:**
- Following your event, the PSAV Invoice will be sent to the University email that was used to set up your account. You will have 30 days after receipt of the invoice for payment to be made to PSAV, unless you have other payment arrangements which have been approved in writing by PSAV at least 10 days prior to the event. Any late payments are subject to a 1.5%/month late fee.
- Use the “Other Payment Request” form in Panther Express to submit your invoice.
- Complete Parts A and D according to the instructions provided.
- Complete Part C (Invoice/Supporting Documentation) according to the specifications below:
  - Attach both the invoice and the signed proposal as internal attachments.
- Complete Part B (Business Purpose) according to the specifications below:
  - Due Date – Enter the Invoice date
  - Purpose of Other Payment Request – Choose “Other”
  - Purpose of Payment - **Enter (1) date of the event, (2) purpose of the event and (3) number of attendees for the event.**

**Payment for PSAV Deposit Invoice (Applicable only if your event is over $50,000):**
- Following the signature of your proposal, the PSAV Invoice will be sent to the University email that was used to set up your account.
- Use the “Other Payment Request” form in Panther Express to submit your invoice.
- Complete Parts A and D according to the instructions provided.
- Complete Part C (Invoice/Supporting Documentation) according to the specifications below:
  - Attach both the invoice and the signed proposal as internal attachments.
- Complete Part B (Business Purpose) according to the specifications below:
  - Due Date – Enter the Invoice date
  - Purpose of Other Payment Request – Choose “Other”
  - Purpose of Payment - **Enter (1) date of the event, (2) purpose of the event and (3) number of attendees for the event.**

**Items to note:**
- Please make sure you review the Cancellation/Reduction Policy with PSAV’s primary contact.
- For events over $50,000, a 30% deposit will be required. An invoice for the deposit will be emailed to the department point of contact.
- If Social Media posts will be part of your event, please note that a department needs to choose a representative to have full and complete back-end control of all Social Media integration. This University representative will have full control over items including, but not limited to, hashtags, posts (including the removal thereof), links, and filters. All posts should be reviewed by the University representative before they are made public.
- All events are automatically recorded. Following the event, all event materials, information, customer data, event content and recording, and any other information that was collected through the use of the PSAV platforms will be returned to the department through either a secure digital download access or a hard-disk drive. The decision and timeframe for receiving the data will be decided between the department and PSAV’s primary contact. In addition, in the ChimeLive platform only, all content will be made available for up to 2 weeks for event attendee viewing.
- Closed captioning and interpretation options are available for an additional cost.
- The enterprise-wide contract is only for the following services: Virtual/Hybrid Services, In-person Services, and Equipment (which includes event technology, audiovisual, staging lighting, and related equipment for rent from PSAV). These are the services that will be available when creating the proposal between the department and PSAV. If audiovisual labor services or other Event Production Services are required for an event (i.e. set-up or tear down of equipment including rigging, internet, power distribution, and creative services) a separate agreement will need to be created between the Event Production Service provider and the department and submitted through the Conference & Event form in the PantherExpress System. For more information about university contracted suppliers that can handle Event Production Services, contact Melissa Vrana, Procurement Specialist.

**Other Resources:**
- [General overview demo](#) of the PSAV platform