

# Albany Capital Center Digital Signage

The Albany Capital Center features LED monitors throughout the facility to enhance visitor experience and eliminate the need for hard copy posters, signs, etc. It is the intention of these screens to be used as signs to welcome attendees to your event.

All content must be submitted via email to your Event Manager at least **one week** prior to the start of the event

## Design Specifications/Guidelines

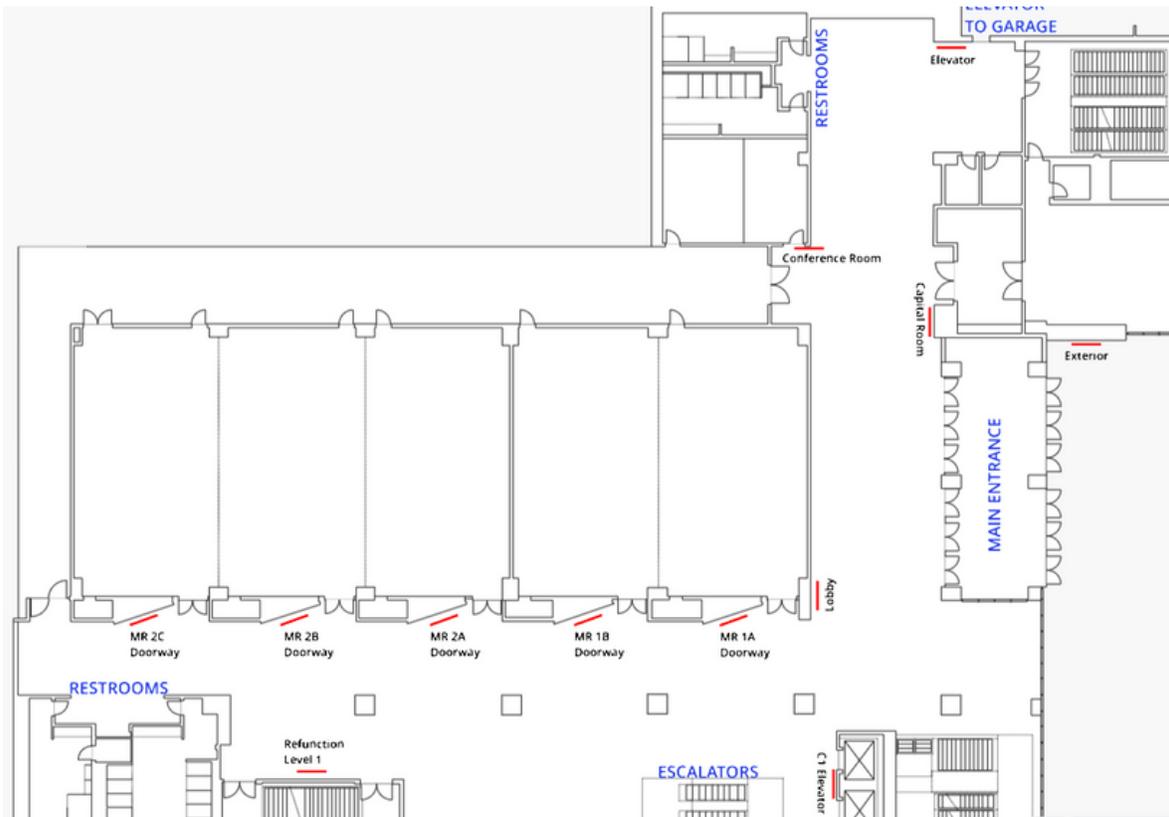
-Please name each file with the desired location (i.e Breakout 1 Meeting Room 1A)

-Please keep design bold, concise, and clean that keeps the message simple and efficient

-Send each file in the corresponding sizes based on location from below

### Location:

- **Exterior**- Portrait Size 360px by 660px sent in JPG format or Video in AVI (Up to 15 seconds)
- **Lobby Level 1 & Conference Room**- Portrait Size 1080px by 1920px sent in mp4 format
- **Prefunction Level 1, Capital Room, MR 1A, 1B, 2A, 2B, 2C, Garage , C1 & C2 Elevators, & Walkway Elevators**- Landscape Size 1920px by 1080px sent in mp4 format



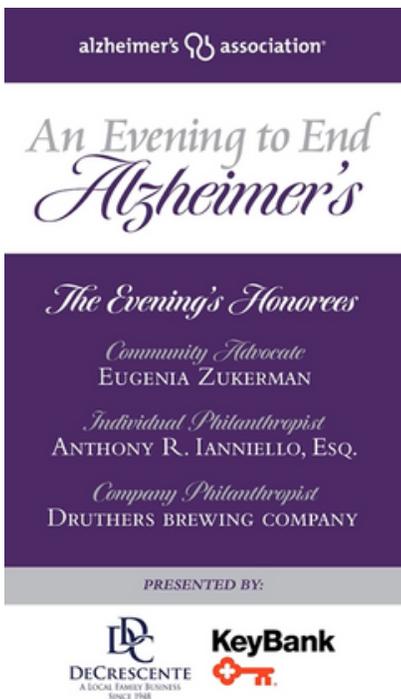
# Examples:



**Welcome/Greeting**  
Pre-Function Level 1, Capital Room, Garage & Walkway Elevators

## Breakout Rooms Schedule/General Event Info/Timeline

Meeting Rooms 1A, 1B, 2A, 2B, 2C & Capital Room



**General Event Welcome, Meeting Agenda**  
Lobby Level 1

