



Sala Archivio

Ca' Foscari, 2° floor
Dorsoduro 3246, 30123 Venice
tel. 041/2346911
web page: [Sala Archivio - Ca' Foscari](#)



HISTORICAL NOTES

[Historical notes about Sala Archivio](#)
[Historical photo gallery from 1868](#)



OPENING HOURS OF THE HALL

From Monday to Friday: 08:30 -19:00;
Saturday: 08:30 - 13:00
Saturday afternoon, working hours
and night opening hours: opening upon
request.



CAPACITY

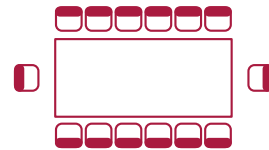
no. 20-35 seats (standard room
capacity)

Dimensions 11.20 x 6.15 m. (68.88 sq.
m.)

Hall height 6.25 m.

LAYOUT

Boardroom layout



POSSIBLE EVENTS

Refresher courses, meetings, small
seminars, training activities, working
group meetings



COURTYARDS AND OUTDOOR SPACES

Outdoor courtyards: Cortile Grande and
Cortile Squellini

Exhibition spaces: Ca' Foscari
Esposizioni, Ca' Foscari headquarters,
Palazzo Ca' Giustinian de' Vescovi



LIGHTING

Artificial and natural light

Hall lighting:
Lux off 30
Lux on 610

Lighting tools:
12 ceiling lights with 2 neon tubes 120
cm 36W each



COOLING / HEATING SYSTEMS

Heating and Air Conditioning:
Fan coil unit



ELECTRICAL SOCKETS

16 A single-pole electrical sockets.
no. 4 two-pole sockets
no. 4 Schuko sockets
no. 6 TD sockets prese TD

SOCKETS POSITIONS:

Near the speakers' desk there are both
Schuko and two-pole sockets.



FURNISHINGS

- wooden seats
- no. 4 spokesman wooden desks (2 desks 3.00 x 0.70 m. - h. 0.78 m. and 2 desks 2.00 x 0.70 m. - h. 0.78 m.)
- no. 20 wooden seats (max. 16 sitting at the desk) – boardroom layout
- no. 2 glazed bookcases and a wooden archive/cupboard, containing documents from the University's Historical Archives, fill the remaining sides of the room.

SET-UP MATERIALS AVAILABLE ON DEMAND

- Wooden lectern (non-height-adjustable)
- Additional seating (up to maximum room capacity allowed)
- Flip charts
- Signs and poster stands



AUDIO/SOUND

no. 1 acoustic speaker for audio playback of notebook PC, integrated in the projector Sony model VPL-PHZ10



VIDEO PROJECTION

- 2.1 x 1.31 m. (95" c.a.) manual pantograph floor screen roll - 4:3 display
- no. 1 Full HD Sony VPL-PHZ10 projector (3 LCD, 5000 lumens, WUXGA)
- no. 1 Notebook PC connected via VGA + audio to the video projector on the spokesman desk (no login required, connected to the internet via ethernet cable, Windows 10 OS with pdf reader, Office 365 Suite + Skype, VLC media player, Zoom, Chrome and Firefox)

STREAMING AV AND VIDEOCONFERENCE

- The Hall is not equipped with either a streaming media encoder or a video conferencing system.
- It is possible to use videoconferencing software installed in the PC (Zoom, Skype, Meet, etc.), using the microphone and camera integrated in the notebook PC.

LIVE STREAMING

The multimedia system of the Hall is not prepared for live audio-video streaming, it is possible, though, to use the videoconferencing software installed on the PC (Zoom, Skype, Meet, etc.).






OTHER AVAILABLE SERVICES

Internet and Wi-Fi connection upon request



ACCESSIBILITY

- Lift
- Accessibility of the headquarters:
Sede Ca' Foscari – Accessible path
(Home>Academics and services>Bachelor's and Master's Degree>Disability services>Accessible Ca' Foscari>Ca' Foscari)
- Public transport in the area:
 -  • Water bus: S. Tomà and Ca' Rezzonico docks, 5-7 minutes from the branch (on foot)
 -  • Piazzale Roma bus station: 15 minutes from the headquarters (on foot)
 -  • Motorways: Venice-Mestre tollbooth 15 km away (20 minutes by car)
 - Venice S. Lucia Railway Station: 15 minutes from the headquarters (on foot)
 - Marco Polo Venice International Airport: 15 km away (car: 20 minutes by car; 45 minutes by bus)
- Parking: Piazzale Roma/Tronchetto
- Possibility of transfer to Marco Polo Airport terminal by Alilaguna public service (see route of interest).



OTHER SERVICES

- Bar inside the headquarters
- Establishments and restaurants in the area
- Refreshment bar with vending machines
- Shop inside the Ca' Foscari headquarters: Ca' Foscari Shop
- Catering Service:
 - Internal users (university members): contracted catering
 - External users (non-university members): contracted or trusted catering facilities
- Courtyards/Outdoor spaces: outdoor spaces available for use upon request
- Payments via Circuito PagoPa (practical instructions provided by the Venue Management Unit)



CONTACT US

Communication and Cultural and Institutional Promotion Area
Venue Management Unit
Tel. 0412347538- 7925 -7919
e-mail: logistica.spazi@unive.it



ADMINISTRATIVE DETAILS

- Regulations for temporary use of University rooms and spaces
- Code of Ethics and Conduct of Ca' Foscari University of Venice

For further information on the hall and advice on your events:

Ca' Foscari University of Venice
Cultural Promotion Office
Venue Management Unit
Tel. 0412347538- 7925 -7919
e-mail: logistica.spazi@unive.it

For further information and specific technological testing, please contact the **Multimedia Unit**:

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ASIT
Multimedia Unit
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luca.pietrini@unive.it