

OEM

Fax: 212-341-0681

Nov 5 '99

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**MAYOR'S OFFICE OF EMERGENCY MANAGEMENT**7 World Trade Center, 23rd Floor New York, N.Y. 10048

Mr. Peter Stern
Associate
Shen Milson & Wilke, Inc.
417 Fifth Avenue
New York, N.Y. 10016

November 4, 1999

RE: OEM AUDIOVISUAL SYSTEM

Dear Peter:

Additional design request for the 23rd floor.

- 1) Library - The issue was discussed of adding one (1) overhead projector and one (1) manual roll down projection screen. The overhead projector would be able to receive information from the EOC the same way information is routed to the PIU Rm. and the Press Rm. All receivers would need to have audio sent to ceiling speakers and a means of controlling the volume, same as EOC program.
- 2) EOC - The issue of having audio from the six (6) podium computers has been discussed again. We have added six more (6) computers to the podium workstation for a total of twelve (12) computers. The first request is to have all twelve (12) computers audio programmed into the existing audiovisual system. The second request is to have the additional six (6) computers programmed into the video programming.
- 3) Press room - Request to add programming for a wireless microphone within the press room and supplying a lavalier type clip on microphone. This would be used for scheduled interviews.

Please call me to discuss these additions.

Sincerely,

A handwritten signature in black ink, appearing to read "Raymond M. Lynch".

Raymond M. Lynch
OEM Facilities Manager

CC: Jack Trabit
Glenn Pymonto
Mario Porto