

All requests must be made within a reasonable time-frame, technical support requests may be denied if sufficient time is not allotted.

MULTIMEDIA TECHNICAL REQUEST FORM

Please email completed form to a Multimedia Technician, and CC multimedia@nscad.ca

PORT: rstappas@nscad.ca FOUNTAIN: agaudet@nscad.ca ACADEMY: nryan@nscad.ca

Event Title:		Department:	
Campus: Port Academy Fountain	Room(s):		
Date(s):	Start Time:	End Time:	Estimated # of Attendees:
Description of Event:			
Event Organizer:			
Email:	Phone #:		

EVENT TYPE:

- Internal NSCAD Event
- Internal NSCAD Event with External Guest
- Public Event
- External Party Event
- Other:

***Contact Facilities Management ([James Rae](#)) ASAP to:**

- Notify Security of your event
- Arrange space according to your needs (staging, chairs, tables, etc.)

I understand contacting Facilities is my responsibility

Presenter Name(s):	
Will the presenter(s) be using their personal laptop(s)?: YES NO	If YES, will they need an adapter?
Presentation File Type / Version?: (ex: Keynote 6.6.2, Powerpoint 2011)	

TECHNICAL SUPPORT:

- Technical Setup only
- Technical Orientation
- Technical Assistance for the duration of event
- Request Recording of Event*

ADDITIONAL REQUIREMENTS:

- Computer Speakers
- PA System
- Microphones, how many?
- DVD Player
- Internet
- Other:

* **NSCAD University Release Form** must be signed by all key participants prior to event, if it is being recorded.

Click here for form. NSCAD spaces re equipped with in-room presentation system (MAC).

We recommend to send files for testing 24hrs prior to event.