

P209 REQUEST FORM: TECHNICAL SUPPORT

Please e-mail completed form to multimedia@nscad.ca and CC rstappas@nscad.ca

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

Guidelines: 1 Week for basic tech support and 2 weeks for larger events or events that do not fall within regular office hours.

Event Title:		Department/Office:	
Description of Event:	Event Date(s):	Start tme:	End time:
Event Organizer:			Estimated # of attendees:
E-Mail:	Phone #:		
Number of Presenters, Names:			
Is this an online meeting? YES NO If applicable, provide meeting link:			
Will you be using the Pragmatic Phone Teleconferencing System? YES NO If so, it is your responsibility to set-up and moderate the teleconference. <input type="checkbox"/> I confirm I understand.			

Technical Support Requested:

- Technical Setup Only
- Technical orientation, you will be e-mailed for scheduling
- Technical assistance/presence for duration of event:
- Event needs to be recorded. Note: **NSCAD Univeristy Release Form** must be signed by all key participants prior to event.
- Other: _____

Will the presenter(s) bring their own laptop(s)? Presenter 1: Yes No / Presenter 2: Yes No If yes, are they bringing their own adapter? Presenter 1: Yes No / Presenter 2: Yes No	Presentation file type used and software version: <i>Files are needed 48hrs prior to event for compatability checks and tests.</i>
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Additional Requirements:

- Small PA System Projector instead of Monitors DVD Player Internet Other: _____

Port Campus is fully accessible. The South Entrance has an accessible ramp, and the elevator gives barrier-free access to all three doors of the building.

Will you have materials that need to be transported to the venue (e.g., refreshments, printed matter, etc.)?

- YES NO I understand that it is my responsibility to arrange for transportation and help (e.g., enlist volunteer help, hire student assistance, etc.)

*** Contact Facilities Management (James Rae) ASAP to**

Notify security of your event • Make space usage needs (staging, chairs, tables etc.)

I understand contacting facilities and security is my responsibility.