

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 time:	End time:
Event Organizer:			Estimated # of attendees:
E-Mail:	Phone #:		
Number of Presenters, Names:			
Is this an online meeting? <input type="radio"/> YES <input type="radio"/> NO If applicable, provide meeting link:			
Will you be using ZOOM Teleconferencing ? <input type="radio"/> YES <input type="radio"/> NO <i>If so, it is your responsibility to request a meeting link from tech support.</i> Do you require the use of the web cam? <input type="radio"/> YES <input type="radio"/> NO			
Will you be using the teleconference phone ? <input type="radio"/> YES <input type="radio"/> NO <i>If so, it is your responsibility to set-up and moderate the teleconference.</i>			

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: <input type="radio"/> Yes <input type="radio"/> No / Presenter 2: <input type="radio"/> Yes <input type="radio"/> No If yes, are they bringing their own adapter? Presenter 1: <input type="radio"/> Yes <input type="radio"/> No / Presenter 2: <input type="radio"/> Yes <input type="radio"/> No	Presentation file type used and software version: <i>Files are needed 48hrs prior to event for compatability checks and tests.</i>
Additional Requirements: <input type="checkbox"/> Small PA System <input type="checkbox"/> Projector instead of Monitors <input type="checkbox"/> DVD Player <input type="checkbox"/> Internet <input type="checkbox"/> 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 ASAP to

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

- I understand contacting facilities and security is my responsibility.*