Technology Needs for Events:

The two ways to request and what to expect.

1. Webviewer – What we call the page you use to request a room reservation.
2. RFS (request for service) – If you decide you need assistance or have additional technology requests after you’ve submitted your room reservation request.

IRT does NOT act on technology requests when the reservation is in a ‘Tentative’ state.

Your Campus Life rep (Mr. Kim) is the only person who is authorized to ‘Confirm’ your reservation. It is up to you to be sure you have fulfilled all requirements. IRT schedules and provides resources on a first come first served basis. Your request gets placed at the end of the queue after it has been ‘Confirmed.’

IRT requires a 3 weekday day notice in order to best serve you.

Stay in touch. If you booked an event and someone else takes over please send them all communications related to the event. If you take over an event be sure to get all the email communication from the previous organizer or fill out a Request for Services requesting the communications. We store it in an Outlook folder. Having the Webviewer number is most helpful when looking it up.

Checkout Equipment:
Equipment can only be checked out by Faculty and Staff. You will need to work with your advisor if checkout equipment is necessary. Faculty and staff assume full responsibility for checkout equipment. This means if equipment is damaged or becomes missing, for any reason, your advisor is financially responsible for its repair or replacement.

Deliverable Equipment:
Equipment can only be delivered to spaces in the buildings connected by the tunnel system with the following exceptions:

- KOC 113 – The equipment is stored in the locked closet. IRT will get it out and set it up for you. If your event ends after the close of the Tech Desk (8:00PM) you will be asked to call and wait for Public Safety to arrive to open the door so you can place the equipment inside. Public Safety will then secure the closet. You and your org will be held responsible for the equipment.
- BEC 120 – A presentation cart can be delivered and setup. IRT will deliver and set it up for you. If your event ends after the close of the Tech Desk (8:00 PM) you will be asked to call and wait for Public Safety to lock the control booth after you have rolled the equipment cart into the booth. Public Safety will then secure the closet. You and your org will be held responsible for the equipment.
- Anderson Athletic and Recreation Center:
Access to the system control panels is restricted and requires IRT or AARC staff to unlock the panel. The code is not available to be given out.
Use of the video display boards is possible but content generally just can’t be ‘thrown’ up. Video playback requires advance processing. This process can take hours depending on the length of the video. It is possible to play PowerPoint slides and to stream video through a laptop. Use of the video panels requires permission from your Campus Life rep and the AARC staff.
Music playback for events also needs to be approved by AARC staff.
Setup for the larger venues takes more time and requires a consult well in advance of your event.

Advanced Needs:
Concert sound setups: Consult with your Campus Life rep first. We have some equipment but may not be able to support the type or size of musical group you want to bring in. Often times support for a larger event is outsourced.
Outdoor sound needs: Please consult the University outdoor sound policy. IRT sound system setups comply with this policy.
Video Requests: Request a consult.

Scooters: Campus Life supports Scooters and schedules operators. IRT trains the Scooters operators and periodically checks the equipment to be sure it is working.

Anderson Student Center
Most meeting spaces have technology built in. There are no deliverables available. There is no sound system installed in the atrium. IRT will train Scooters and Dance personnel and periodically check the equipment to be sure it is in its default state and functioning.

What Technology is in a Space?
How can you find out what is already available in a room?
Webviewer Choices:
Please do NOT enter a number in every field if you do not plan on the type of use indicated by the choice. Based on your intended use we will work with you to determine if your anticipated use can be accommodated in the space you’ve initially chosen.

Please do not request technology already present in the room you're reserving. To check for available technology in your chosen room, [Click Here](#).

To accommodate high volume requests at peak times of the year, IRT requests 72-hour notice of your need for AV equipment. This notice helps us to ensure both availability of the technology and service to you. If your request falls short of this standard 72-hour window, please send an email with your confirmation # to IRT Tech Desk.

<table>
<thead>
<tr>
<th>Choice</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Host/participate in a video conference</td>
<td>0</td>
</tr>
<tr>
<td>*Host/participate in phone conference</td>
<td>0</td>
</tr>
<tr>
<td>*Need help with technology in room</td>
<td>0</td>
</tr>
<tr>
<td>*Will have live musical performance / DJ</td>
<td>0</td>
</tr>
<tr>
<td>*Will play or stream pre-recorded video</td>
<td>0</td>
</tr>
<tr>
<td>*Will play pre-recorded music/audio</td>
<td>0</td>
</tr>
<tr>
<td>*Will show a PowerPoint presentation</td>
<td>0</td>
</tr>
<tr>
<td>*Would like event recorded</td>
<td>0</td>
</tr>
</tbody>
</table>

**Setup Needs**

Please include any notes to the scheduler including time needed for set-up and take-down times.

You can always put a '1' in the 'Do you require a tech consult' field and put additional notes about your event here. IRT will then contact you to work out the details.
RFS Requests:

Request for Services: Classroom/Event Space Technology
(https://webapp.stthomas.edu/RFS/clientservices/eventtechnology.jsp)

We have eliminated the option for users to request specific equipment. You indicating a desired type of use will initiate the conversation during which we will determine the equipment necessary to fulfill your request.

In Event Technology Issues:
Call the Tech Desk @ 2-6230

The Top Three:
When in doubt, consult.
3 weekday notice for best service.
Technical problems during your event; Call the Tech Desk @ 2-6230

Our Mantra:
Please know we are here to empower and assist you in making your event as successful as possible.