

Lecture Center Technology Request Form

**The room must be reserved through the Office of Student Involvement & Leadership first*

Student Group/Organization: _____

Phone: _____ email: _____

LC Requested: _____ Start Time: _____

Date: _____ End Time: _____

**Request must be made at least 24 hours in advance*

Contact Person: _____

Campus Address: _____

The equipment will be made available 15 minutes prior to the event through 15 minutes after the scheduled ending time. At that point the system will automatically shut down. Please note that you are responsible for the equipment during your scheduled event. If you have any questions, please contact the A/V office during business hours at 442-3647 or email smartclass@albany.edu.

Signature _____

Please note the following:

- (1) ITS Facilities provides support only during normal scheduled class hours. Support is not available on weekends.
- (2) There is a USB cable connected to the room PC. It is located in the keyboard drawer.
- (3) The podium has a fixed microphone and external laptop and audio connections for a guest PC/laptop. The guest PC/laptop is selected from the touch panel.
- (4) Software installed on the instructor's PC is available by selecting the PC from the touch panel; other software cannot be installed. For a current list of software please see http://www.albany.edu/its/software_userrooms_classrooms.htm.
- (5) The lecture center podium will be locked and the DVD/CD/VCR and floppy drives will not be accessible.
- (6) ITS Client Support Services reserves the right to suspend usage of lecture center equipment by student groups if the activity interferes with academic classes.

_____ Office Use Only _____

Form Reviewed: _____

R25 Schedule: _____

Event Scheduled: _____