

Support provisioning for special events

Computing Services provides technical support for special events conducted by the CBA. These include activities such as setups for laptops, projectors, internet support, and ongoing event specific support as the need may arise. Support provisioning for special events requires careful planning and coordination with the Computing Services team, so as to ensure flawless operation during events. It is the responsibility of CBA units / unit representatives to initiate technical support provision for special events. This is one element of a broader Event Planning Process under CBA Administrative Services. In order to enable Computing Services to best serve the unit's needs, provisioning should take place at least 3 weeks prior to the event.

Guidelines for units

In planning for technical support for events, unit representatives can begin using the following as guidelines:

- Ask questions....

What do I need in terms of technology for the event?

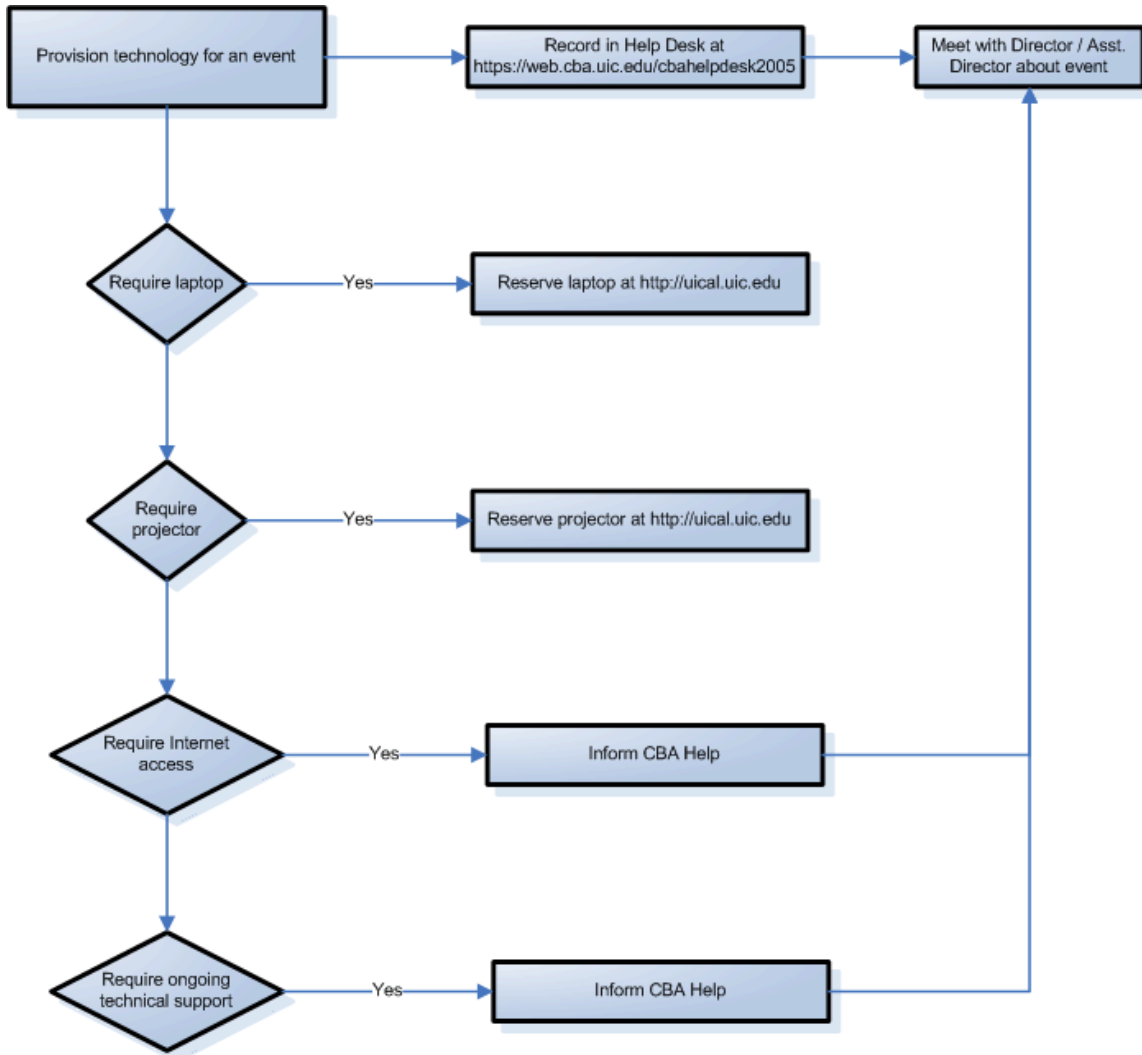
A laptop	Yes	No
A projector	Yes	No
More than one laptop? Or projector	Yes	No
Access to the Internet	Yes	No
Specific programs installed	Yes	No
A mouse	Yes	No
A remote clicker	Yes	No
Files loaded on the laptop	Yes	No
Long Display cable (greater than 10 feet)	Yes	No
Long Power cables (greater than 10 feet)	Yes	No
Portable projection screen	Yes	No

What do I need in terms of technical support for the event?

Initial setup of laptop & projector	Yes	No
Ongoing support through the event duration	Yes	No
Post event wrap-up of equipment	Yes	No
Have I reserved a designated area at the event for Computing Services? (e.g. a booth)	Yes	No
Do I have a point person to whom CBA Help reports during the event ?	Yes	No

- Understand processes....

The following flow chart can be used to identify additional tasks/ processes that you may need to complete for the event:



Notes

- Location on web site for reserving laptops, projectors:

<http://www.uic.edu/cba/uicale/uicale.html>

CBA Room/Equipment Reservation System

- **CBA Room/Equipment reservation system is now integrated with UICalendar.**
- **The tutorial for new system is available [here](#).**
- **Login to your UICalendar [here](#).**

Equipment Reservation Policy

- Everyone will now be able to reserve an Room/Equipment on-line by themselves.
- Please schedule as soon as you know when you have a meeting so that you have the best chance of getting the Room/Equipment that you want.
- In general, classes cannot be held in conference rooms during the day. If it is a small PhD class you can write a note to the dean for approval. If approval is given before a semester begins then space will be held for that class.

When you place a request, please note that

- Each department is responsible for their own equipment needs other than the basic features. Call the Equipment Department at 5-1636 for assistance.
- The person that books the equipment is responsible for making sure that the equipment is clean when it is returned.
- **Note: People wanting to reserve a "Laptop & Projector" must make two separate reservations; one for "Laptop" and one for "Projector."**
- **Equipment can not be taken out of campus without a Request for Off-Campus Use of University Property form. The form can be obtained from Hilda Tapia, Room 704UH, 3-9453 5 business days prior to reservation.**
- Each department is responsible for their own catering needs (call 6-2656). Please allow 1/2 hour before your meeting so that the caterers can set up.
- The person that books the meeting is responsible for making sure that the room is clean when the meeting ends.

View UICalendar Agenda for CBA Rooms

UH 721 <ul style="list-style-type: none"> • Capacity: 18, Network Connection: Yes 	UH 1105 <ul style="list-style-type: none"> • Capacity: 18, Network Connection: Yes
UH 2150 <ul style="list-style-type: none"> • Capacity: 38, 	UH 2250 <ul style="list-style-type: none"> • Capacity: 25,

Network Connection: No	Network Connection: Yes
UH 2350 <ul style="list-style-type: none"> Capacity: 28, Network Connection: No 	RB 430 <ul style="list-style-type: none"> Capacity: Information Not Available, Network Connection: Information Not Available
UH 2432	

View UICalendar Agenda for CBA Equipments

Digital Camera	Laptop
Additional Laptop	Projector
Speaker Phone w/Code Card <ul style="list-style-type: none"> To have access to long distance dialing beyond Chicagoland area dial 8 + code + # + 9 + the long distance number Polycom SoundStation Conference Unit Documentation 	Wireless LAN <ul style="list-style-type: none"> Instructions
Professional Name Tags	