Newcomb Institute
Event Technology Checklist

Event:	Date:
Location:	Event Organizer:

Status/ Responsible	Task	Instructions

Event Organizer	**Request Wifi Access from IT**	**Responsibilities:**
		The Event Organizer is responsible for:
		
		• determining how many people will need wifi access and the duration.
		• making the request to IT at least 7 days prior to the event.
		• Confirm receipt of wifi access information before the event. You should check in with IT if you do not receive receipt of the request within 48 hours.
		• If you need IT intern on the day of the event or additional training with Jacque, please contact Jacque at least two weeks before the event.
		
		Instructions:
		Request bulk wifi addresses from Network services through the technology services portal or call the help desk. You will need to know the number of people attending and the duration.
		
		Option #1:
		• **Email**: You can email help@tulane.edu
		• **Chat:** http://support.tulane.edu
		• **Call** : From the Uptown Campus call Monday through Friday 7AM - 7PM at **504-862-8888** or extension **2-8888**.
		
		Option #2:
		• To request via the portal, sign in to https://tulane.service-now.com/tulaneit/, using your Tulane credentials.
		    o Click - > Request something
		    o Click -> Network
		    o Click -> Bulk Guest Wifi Accounts.
		    o Fill out the form.
		    o Click -> Order now.
		
		Important Information
		IT usually takes a week to process guest/bulk wifi requests. Wifi cannot be requested the same day or the day prior. Jacque

		cannot make this happen sooner by liaising with IT last minute. A guest can only gain access to Tulane's network the same day, if they have access to eduroam or if they set up a cellular hotspot from their own device. NI does not provide technical support for eduroam or hotspot access.
Event Organizer	**Request Zoom Webinars from IT**	**Responsibilities:** You are responsible for requesting the zoom webinars from IT; setting up and implementing a practice webinar a week before the event; and setting up/implementing the webinar on the day of the event. If you would like to request an IT intern to help you on the day of the event or additional training with Jacque, please contact Jacque at least _two weeks_ before the event. **Instructions:** Go to https://it.tulane.edu/zoom-webinars Complete the form. **Important Information** IT usually takes a week to process this request. You should check in with IT if you do not receive confirmation in 48 hours. You should also request a practice webinar when you make the request for the actual event.
Event Organizer	**Set-up a Conference Call**	**Responsibilities:** You are responsible for requesting additional training (if needed), scheduling a practice conference call, and setting up/implementing the conference call on the day of the event. If you would like to request an IT intern to help you on the day of the event or additional training with Jacque, please contact Jacque at least _two weeks_ before the event. **Instructions:** • Use zoom via the normal classroom set up • See Tulane Zoom Instructions: https://it.tulane.edu/zoom **Important Information** Only 337 is set up to fully use the zoom functionality for conference calling but all of the rooms can use zoom, (i.e. one-way guest speaker)

		In any of the event spaces, if you want an audience view, you can set up a second computer and point the camera towards the audience.
Event Organizer	**Recording an Event**	**Responsibilities:** You are responsible for scheduling a time to practice recording a session in the weeks before your event; setting up the recording on the day of the event, and saving/transferring the recording. If you would like to request an IT intern to help you on the day of the event or additional training with Jacque, please contact Jacque at least _two weeks_ before the event. **Instructions:** See the _How to Record in Zoom_ tutorial for step-by-step instructions. **Important Information** Events can be recorded in 300 and 337 using the zoom record feature.
Event Organizer	**Request additional Technical Hardware or Software**	**Responsibilities:** You are responsible for requesting and consulting with Jacque on any additional technical peripherals and equipment. If you would like to request an IT intern to help you on the day of the event or additional training with Jacque, please contact Jacque at least _two weeks_ before the event. **Instructions:** Email Jacque Howard at least _one week_ before your event with the request or schedule a meeting with Jacque for consultation and additional training. **Important Information:** Additional peripherals may include but are not limited to adaptors/hubs, chargers, monitors. laptops, and surge protectors. They may also include additional software needs. The granting of these materials will be made based on availability of equipment.
Event Organizer	**Need Technical Help?**	**Important Information** Seek help from the IT interns in Lab 340. If your event falls outside of work hours (M-F: 9-5), you should work with Jacque at least _two weeks_ before the event to schedule an IT intern to support your event.