|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ATC Lecture Hall Technology Support Request If you are planning on using the ATC Lecture Hall for an event, please complete and return this form to [LHtech@utdallas.edu](mailto:LHtech@utdallas.edu) at least four weeks prior to event. In addition to this form, please submit content (presentation, movie, etc.) on a USB drive, an event agenda, and stage diagram of your set-up needs. | | | | | | | | | |
| CONTACT INFORMATION: | | | | | | | | | |
| Name: | Click here to enter textlkl;k;kk;lk;lk;lk;k;k;lkl;k;k. | | | | Phone Number: | | Click here to enter text.l;kl;klk;lk;lj | | |
| **Email Address:** | Click here to enter texlk;lk;lk;lk;lklk;lk;lkk;lk;;lkt. | | | | Department or Group: | | Click here to enter te;lk;l;l;lk;l;kxt. | | |
| **Cost Center:** | Click here to enter text. | | **Authority over Cost Center and office location:** | | | Click here to enter telk;lk;k;lk;k;l;k;lkl;k;;lxt. | | | |
|  | | | | | | | | | |
| Event Details: | | | | | | | | | |
| **Name of Event:** | | Click here to enter text. Lots of writing. Lots of writing. Lots of writing. And so and so on and so on etc. | | | | | | | |
| **Event Start Date:** | | Click here to enter a date. | | **Expected Number of Attendance:** | | | | | Click here to enter text. |
| **Event End Date:** | | Click here to enter a date. | | **Event Start and End Time:** | | | | Click here to enter text. And so on | |
| **Event Description:** | | Click here to enter text. Lots and lots of writing here. And so on and so forth and lots of good details. | | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | | | |
| Technology needs (select all that apply): | | | | |
| Podium(s) | *If yes, how many?* | 1  2  3 | | |
| Microphone(s) | *If yes, how many?* Select how many. | | |  |
|  | *Select Type(s):* | | Wireless Microphone on Stand | |
|  | Table Microphone | | Wired Microphone on Stand | |
|  | Wireless Lavaliere | | Microphone at Podium | |
| **Projector** | Presentation/Computer | | Video  With Audio  Need a clicker/laser pointer | |
| **Other Notes** | Click here to enter text. | | | |

If you have any questions or concerns about your technology needs, please feel free to contact us at [LHtech@utdallas.edu](mailto:LHtech@utdallas.edu).

We will contact you to discuss any further details needed and to schedule the following:

* Mandatory event manager and usher training
* Mandatory content preview/walkthrough/rehearsal
* Set-up time required for your event

Please note the following:

* All content for event (presentation, slideshow, movie, etc.) must be submitted on a USB drives that we will provide
* We will not be responsible for building or editing any content for your event
* If planning to use your own laptop, HDMI is preferred and you will need to bring your laptop to the scheduled walkthrough
* For video content, Quick Time is preferred
* For presentation software, we can use either power point or keynote

Date Submitted: Click here to enter a date.

**ATC LECTURE HALL STAGE DIAGRAM**

