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| ATC Lecture Hall Technology Support RequestIf you are planning on using the ATC Lecture Hall for an event, please complete and return this form to 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. |

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| 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.

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**

