Event Technology
Outline

- Room Technology Available
  - Control Panel Configurations
  - Classroom Computers
  - Presentations
  - Microphone Setups
  - Recordings

- How to figure out what you need for your event

- Reserving technology through EMS Online

- What to do when something unexpected occurs
AMX Touchpanels – Podium Units
AMX Touchpanels – Podium Units

This turns off the projectors and resets the room lighting. If the projectors are on they will require up to 2 minutes to shutdown.

For ITS Help call 215-898-9570 or press the button to Alert ITS, requesting their presence in the room.
AMX Touchpanels – Wall Units

1. Pressing this button will page ITS, requesting their presence in the room.

2. **Shutdown**
   - Ends running programs, logs off touch panel and shuts down the equipment.

3. **End**
   - Ends running programs, logs off touch panel and returns to Presentation Menu.

4. **Return**
   - Cancels exit request.
Extron Panels – Podium Units
Extron Panels – Wall Units
Classroom Computers

• Penn Law Staff, Faculty, and Students can log in using their LawKey

• Guests that need access to Classroom Computers for events can log in using guest credentials
  • Please email itsmedia@law.upenn.edu or call ITS Media at 215-898-9570 to receive the username and password
PowerPoint Presentations

• Newer classrooms have Widescreen (16:9) displays, so PowerPoints configured for Standard (4:3) won’t fully utilize the display
Changing Slide Sizes

Office 2013

Office 2010
Microphone Setups

• Lapel Mics
  • Standard in every room
  • Needed for recordings in rooms where it’s not needed to be heard by the audience

• Wireless Mics
  • Often used for Q&A sessions

• Panel Mics
  • More than 3 in the front of most rooms is impractical
  • If you have more than 3 panelists, please call ITS to discuss different mic setups available
Recordings

- Most rooms are configured to record automatically through cameras installed in the room using the start and end times of the EMS Reservation.

- Video recordings include audio, so don’t choose both!

- Please specify where to post video or who to send the link to.

- Recordings are typically processed within 48 hours, but custom video setups may take longer.
WiFi Conference Codes

- Please request WiFi Conference Codes at least 2 days in advance

- We just need to know:
  - The date of the event
  - Approximately how many people are attending
Planning your Event

• Unsure of what technology is available in the room you want to book? Check out ITS Online:
  • https://www.law.upenn.edu/its/media/

• Unsure what you need for your event? Schedule a walkthrough!
  • itsmedia@law.upenn.edu
Planning your Event with ITS Media

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Rob Howard
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Reserving Technology

• Technology requests can be made through EMS Online
  • [https://reservations.law.upenn.edu](https://reservations.law.upenn.edu)
  • Please don’t request the same technology in every location of your event reservation

• ITS cannot alter EMS reservations for you

• Please plan on having an Event Owner on site and indicate them as the main or alternate contact in the reservation
When disaster strikes...

• Call ITS!!

  • Media Hotline: 215-898-9570
    • If busy, try 215-898-9571 (our alternate media line)

• OR: Press the ITS Help Button!!

• Do NOT email for urgent requests
Next Step:

• Schedule classroom technology training with ITS!
  • itsmedia@law.upenn.edu

• Questions?