

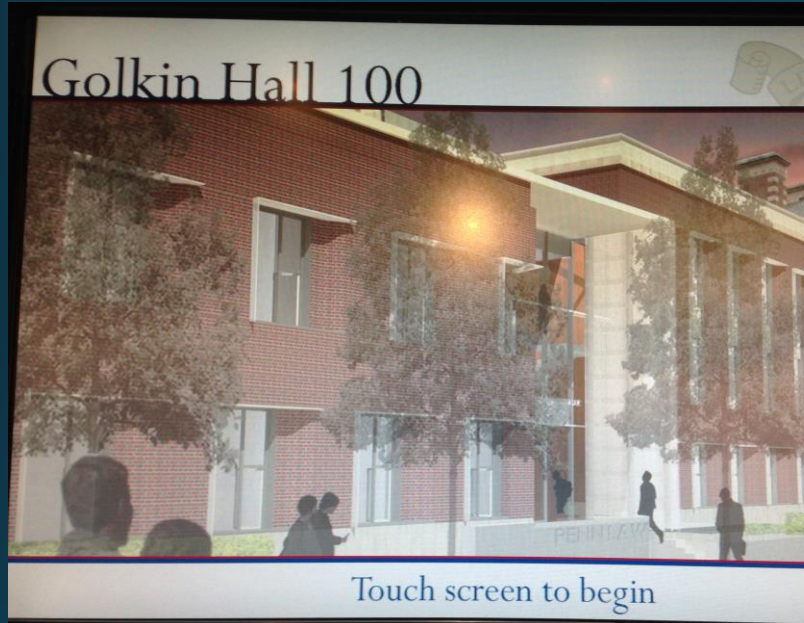
Penn Law ITS

Event Technology

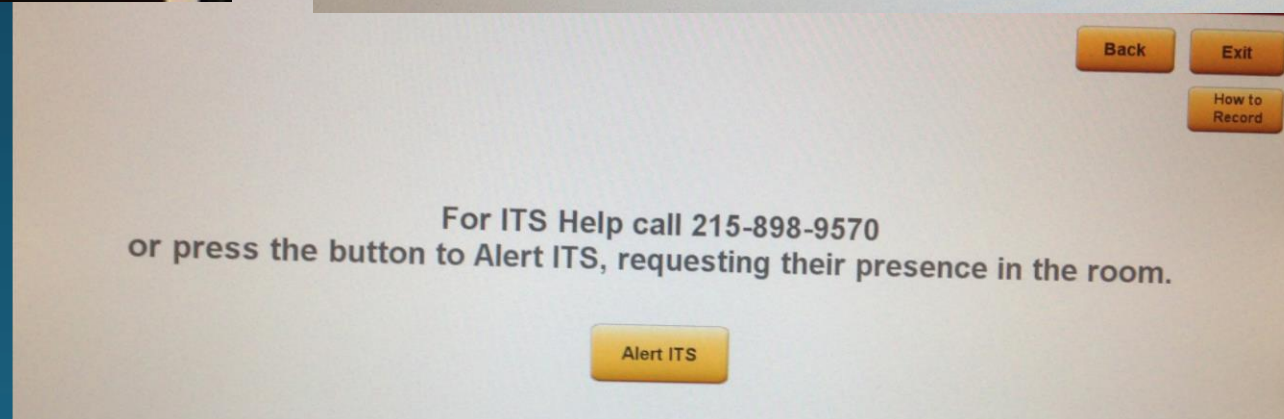
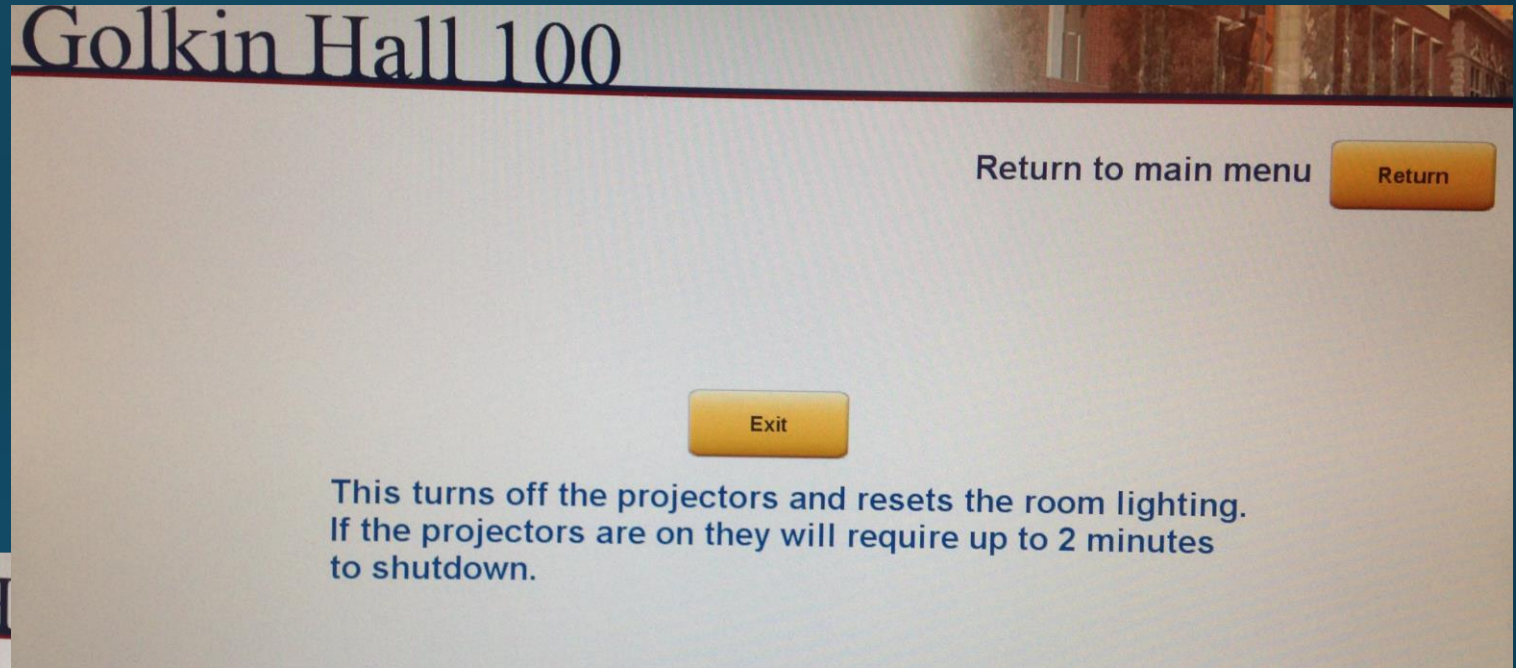
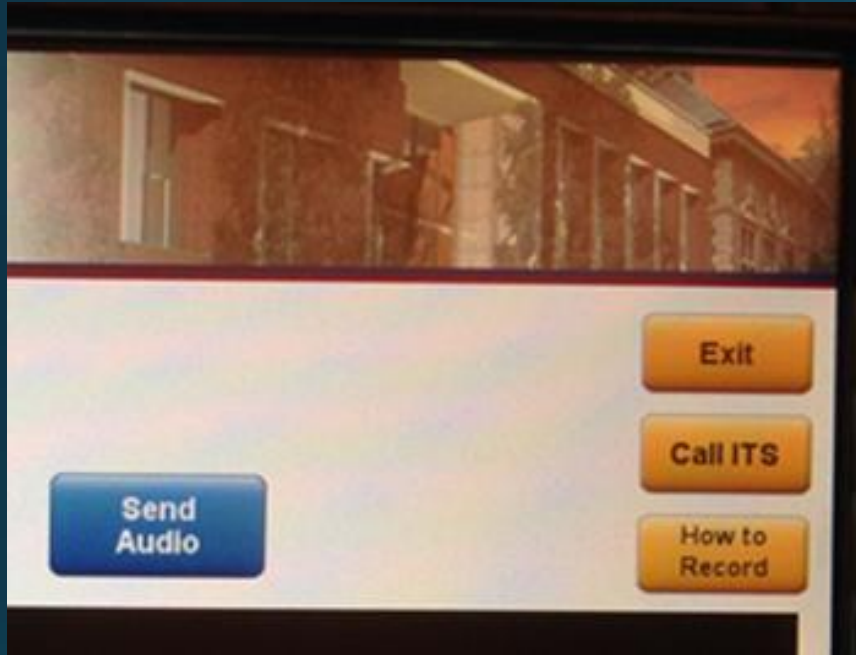
Outline

- 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

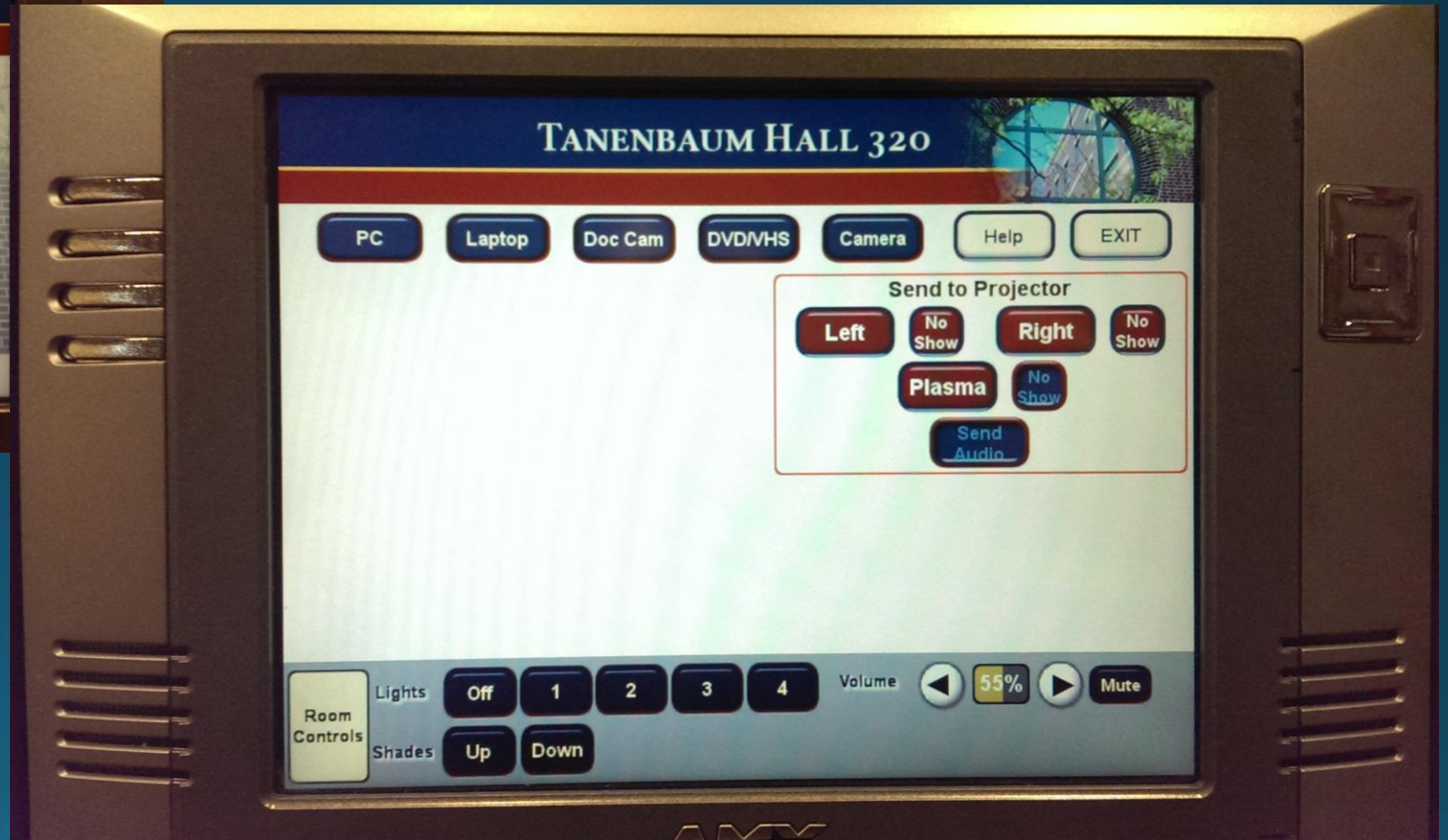
AMX Touchpanels – Podium Units



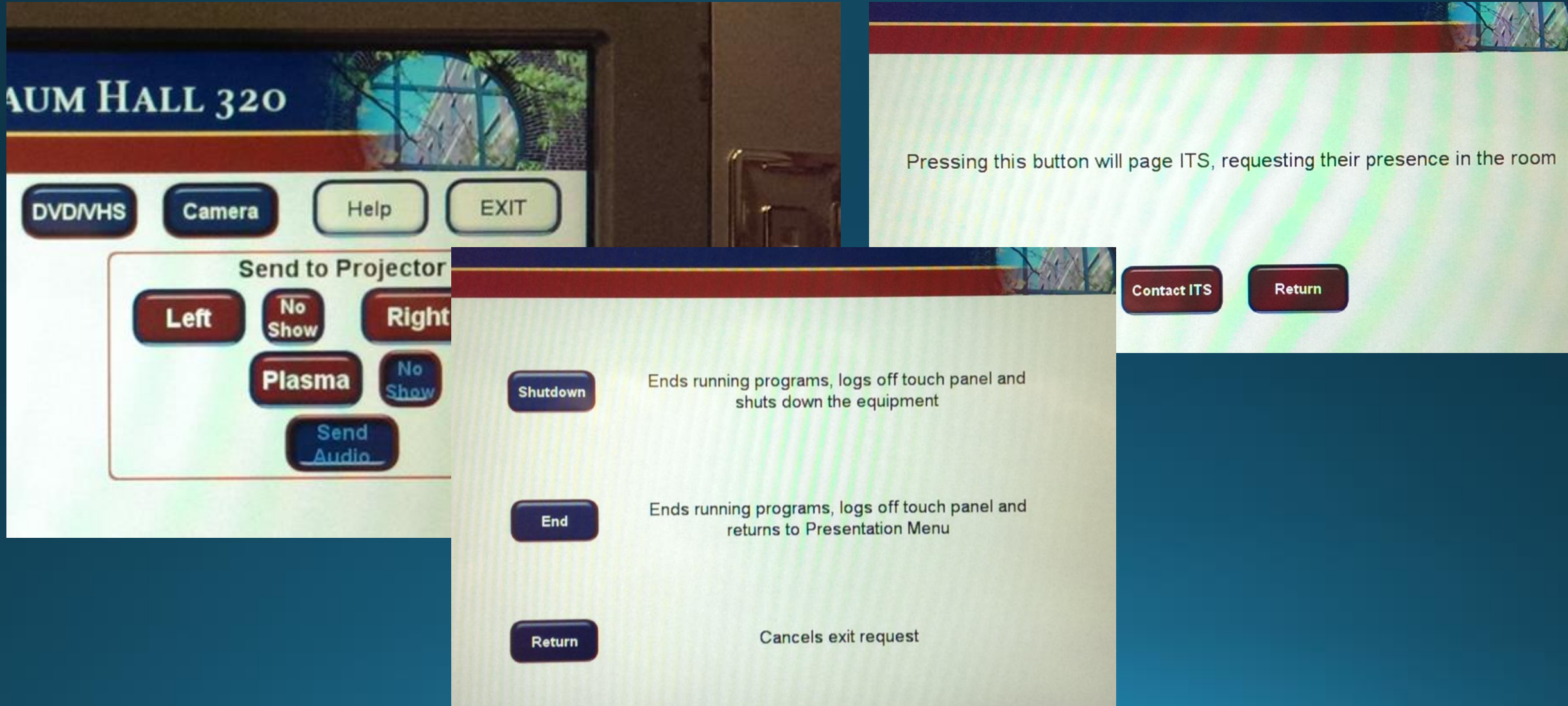
AMX Touchpanels – Podium Units



AMX Touchpanels – Wall Units



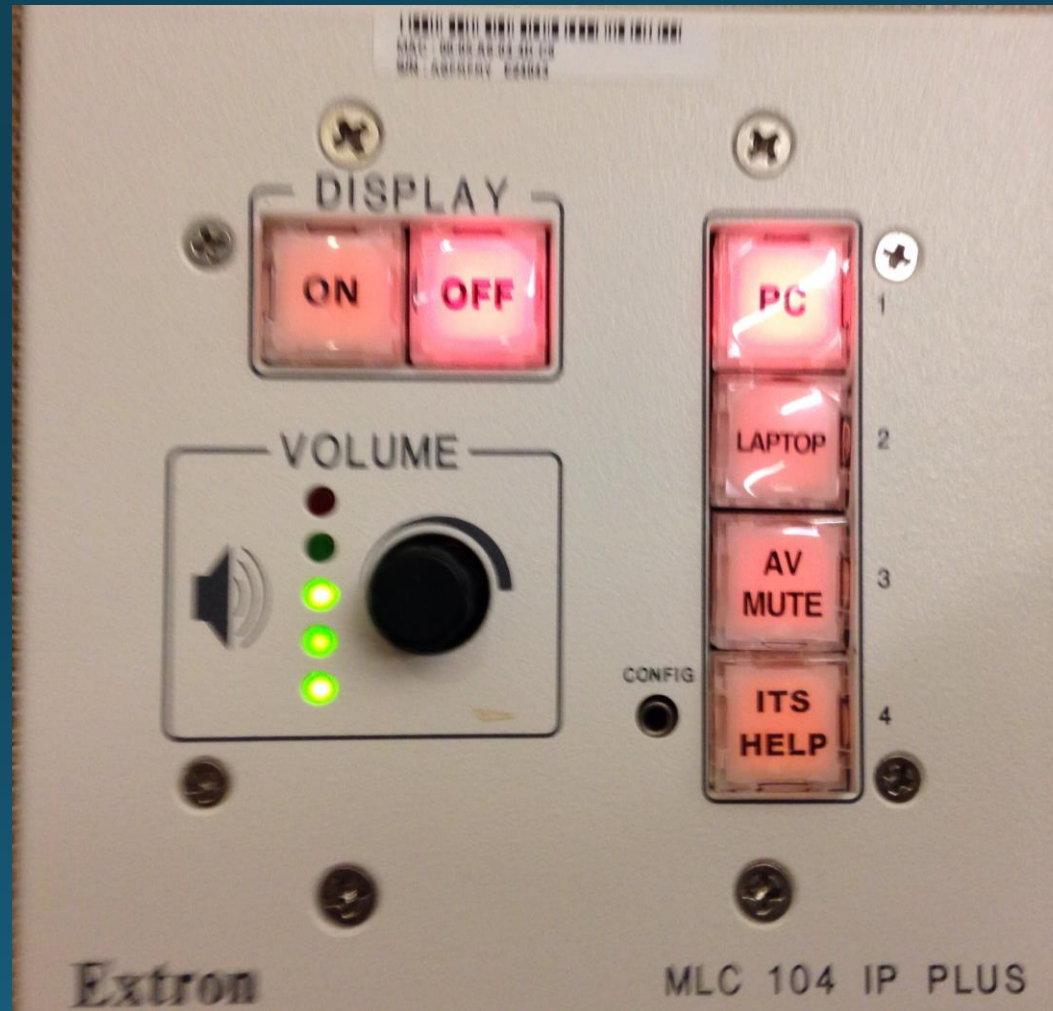
AMX Touchpanels – Wall Units



Extron Panels – Podium Units



Extron Panels – Wall Units



Classroom Computers

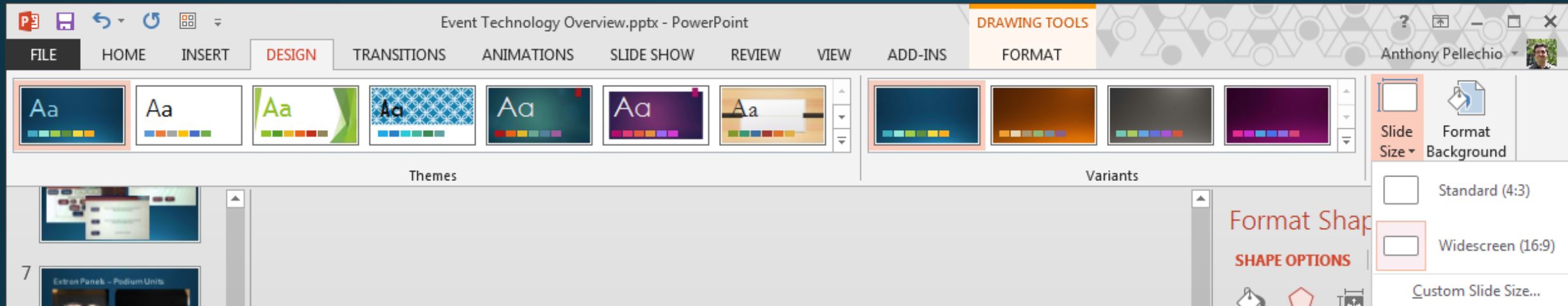
- Penn Law Staff, Faculty, and Students can log in using their LawKey
- Guests that need access to Classroom Computers for events can log in using guest credentials
 - Please email itsmedia@law.upenn.edu or call ITS Media at 215-898-9570 to receive the username and password

PowerPoint Presentations

- Newer classrooms have Widescreen (16:9) displays, so PowerPoints configured for Standard (4:3) won't fully utilize the display

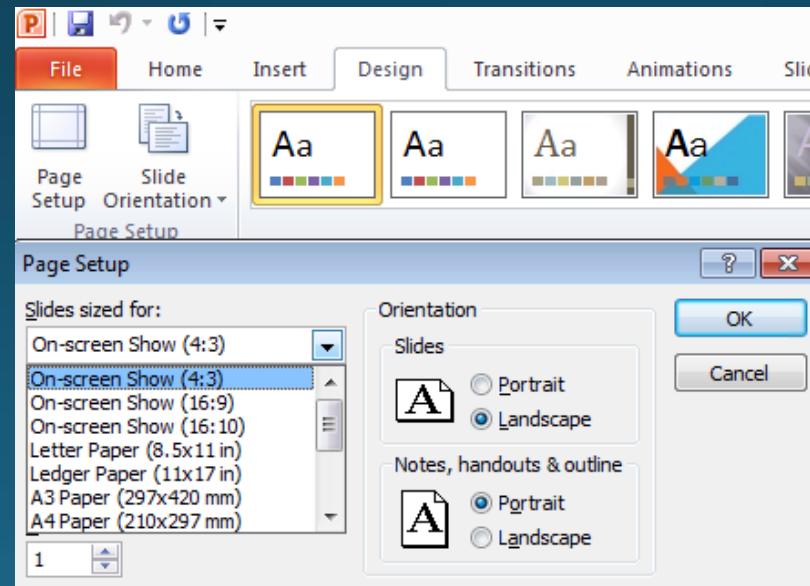


Changing Slide Sizes



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



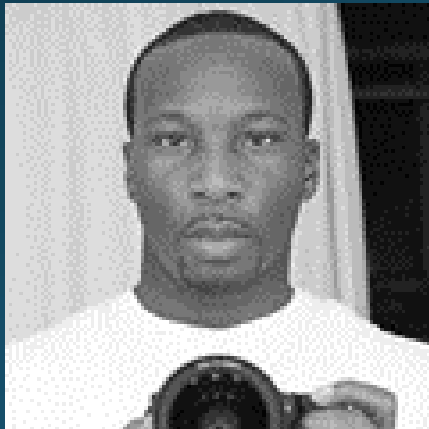
Emmett Rogers



Richard Cordisio



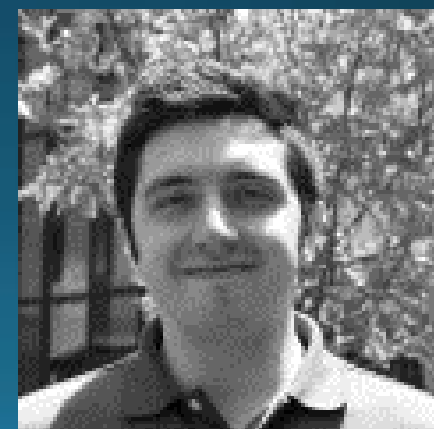
Rob Mygatt



Jason Hinmon



Rob Howard



Anthony Pellechio

Reserving Technology

- Technology requests can be made through EMS Online
 - <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
 - 215-898-9570 / 215-898-9571
- Questions?