

ITT Event Support Policy

Effective Date: 1 July 2009

Summary: Instructional Technology and Training (ITT) staff are primarily tasked with assisting faculty in using technology in their classes, including classroom maintenance and A/V support. ITT staff will support a limited number of college events outside these duties. Events outside this group may receive ITT support under limited conditions, or ITT will suggest alternatives for support.

Contact: Eric Remy, Director of Instructional Technology and Training, x6958

Details: The primary mission of ITT is direct faculty support for using technology in their classes. ITT maintains the technology within the campus classrooms and some of the common meeting spaces and has some capability for supporting events at other locations. However, due to limited staffing ITT cannot act as a general event audiovisual support group for all locations on campus and all events at all times. ITT personnel are normally available from 8-7, M-F during the academic semester and 8-5 M-F during the summer and can perform limited support for events

1. ITT will fully support some large campus events that do not fit into normal business hours. This includes
 - a. Commencement
 - b. Convocation
 - c. Alumni Weekend
 - d. Homecoming weekend
 - e. Board of Trustees meetings
 - f. Project Gettysburg Lyon Banquet/Auction
 - g. Celebration
 - h. Additional large events such as presidential inaugurations or memorial services at the discretion of the ITT director.
2. Events scheduled during class times (8-5, M-F during academic semesters) can be supported in a limited fashion. However, ITT personnel will prioritize calls from faculty for classroom support and repair above event support during these times.
3. For events not listed above or off hours, event organizers have several options
 - a. For events in classrooms or using minimal equipment, ITT personnel can train one or more of the event requestors in the technology. Please contact the IT Help Desk at x7000 to schedule training for the event.
 - b. For events requiring large amounts of equipment, or for high importance events that organizers want trained AV personnel present, ITT will provide contact information for outside contractors that can provide needed equipment, setup and tear down the gear and monitor it during the event. Please be advised that costs for this option may be high: complex setups can easily run \$1000/day or higher.
 - c. ITT may support off hour events at the discretion of the ITT director. This will involve charges for ITT staff overtime.
4. ITT cannot support events in the CUB or Attic. For support in those areas, please contact John Archer at x6318