

Information Technology

Contact: College of Law IT Dept (187 BLB)

Email: lawmailhelp@iowa.uiowa.edu

Phone: (319) 335-9124

Please complete this form and click the 'Submit Request' button at the bottom of the page.

Event Information

Group Name: _____
Contact Name: _____
Contact Phone and/or Email: _____
Date & Location of Event: _____

Internet Access

Will your Guest(s) need access to the Internet? Yes No If no, skip to Technical Equip.

Would a wired network connection suffice? Yes No

*NOTE: Obtaining wireless IDs requires extra effort on your part as well as the IT department.
Wired connections are open access and don't require special IDs or extra configuration of your guest's laptop.*

Is there a central location where a hub can be setup? Yes No

Location? (we will accommodate your request if possible) _____

Would you prefer wireless ID(s) for your guests? Yes No

If yes, please provide a list below including the guest's Full Name, Phone, and Email Address:

- 1.) _____
- 2.) _____
- 3.) _____
- 4.) _____
- 5.) _____
- 6.) _____
- 7.) _____
- 8.) _____

NOTE: The Law IT department must have 2 weeks notice to setup these IDs.

*NOTE: Guests are responsible for configuring the University's wireless themselves using the instructions at:
<http://helpdesk.its.uiowa.edu/wireless/instructions/default.htm>*

NOTE: If you have more than 8 guests please include their information in the email you send when submitting this form.

Technical Equipment

Will you need any extra equipment? Yes No (e.g. wireless keyboard or mouse)

List equipment needed: _____

The College of Law IT Dept makes the following software available on all Ed Tech and Laptop/Projector Cart computers: *Microsoft Office 2007 Suite (PowerPoint, Word, Excel, Publisher), WordPerfect X3, Adobe Acrobat Reader, Internet Explorer 7, FireFox (latest version)*. Please ensure that your presenter's materials will work with these software packages.

If your presenter wishes to use their own laptop for their presentation, please ensure that they arrive a minimum of one hour before their presentation to test that their laptop will work with our systems.

As a backup they should bring their materials on a USB Key (Flash Drive) so they can be easily transferred in the case of an incompatibility.