**Pre-Event IT Support Assessment:**

**General Description of Event. Include venues, dates, times, number of attendees.**

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**Standard list of Audio/Visual equipment in conference rooms**

* Podium Microphone connected to the sound system in the room. This is the only standard microphone facility in the room.
* LCD Projector with PC connected and Laptop VGA connection available from the Podium. Internet video and audio streaming is available through the room sound system.
* DVD facilities are available through the in-room PC.
* A guest log on account and password must be arranged, at least two days before the event, to give a non-DkIT person access to the PC and Internet. This can be requested through raising a Computer Services Helpdesk ticket.
* Any required powerpoint presentations or video clips must be forwarded to the event organiser 48 hours in advance to facilitate testing and loading on the PC.

**Software available on the conference room PCs.**

**Operating System -** Microsoft Windows 7

**Media Players:** Windows Media Player, VLC

**Microsoft Office 2010:** Powerpoint, Excel, Word, Publisher

**Browsers:** Internet Explorer 11, Mozilla FireFox

**Adobe:** Digital Editions, Reader X1

**Other Software:** IZArc, Google Earth

**Specify IT equipment, services and/or software requirements.**

Room # Requirements

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**Specify any IT equipment and/or software being supplied by event organiser**

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