

NOTES – for speakers, presentations, court visits:

1. When setting up an event, consult the speakers to find out what they need and communicate that information with us. The more information we have as soon as possible, the better the likelihood that we can accommodate both your and the speakers needs.
2. All speakers need to email their pp presentation ahead of time and provide the pp pres on a flash drive when visiting the law school.
3. Staff need a minimum of 24 hours notice prior to event to prepare for technology needs. Again, the more notice we receive about your technology needs, the better prepared we to ensure your needs and your speaker's needs are met in a timely, professional manner.
4. The noon hour is a busy special speaker time but also lunchtime for staff. Notice is needed to insure someone is available over the lunch hour to help with technology needs.
5. Law students cannot log into the technology in the classrooms. Their organization's sponsor must do so.
6. Video requests are only fulfilled for faculty.
7. Not all rooms have permanent equipment; please consult the matrix to ensure the technology you need is in the room you are using. If not, please either pick a different location or consult staff to find out if technology can be made available. NOTE: this should be done when the room is reserved, not the day of or minutes before the event.
8. Please use the a/v listserv (avlaw@unl.edu) whenever possible if you need a/v assistance. This ensures more than one person will be aware of your needs in the event the a/v person is out.

STUDENT ORG. MTGS/SPEAKER/EVENT REGISTRATION
FORM

Your Name: _____

email address: _____

What type of event (mtg., speaker, event)

If speaker then give speaker name and
topic _____

Powerpoint a/v Needs? You must complete the a/v request form at
<http://law.unl.edu/web/law/library/info/avreq>

Date: _____

Time: _____

Sponsored By: _____
(Name of Student Organization)

Room Requested: _____

Anticipated attendance: _____

Food Served? Yes _____ No _____

Master Calendar Approval _____

Glenda J. Pierce

- Return completed form to Patty in the Dean's office or email to gpierce1@unl.edu or psprague3@unl.edu