

Pennsylvania College of Art & Design Presentation Policy

- ♣ When an event or presentation is to be made which requires the use of PCAD computers, sound systems, projectors, or other college resources, the presenter, or the PCAD employee sponsoring the presenter should:
 - fill out a Facilities Event Form as much in advance of the event as possible and forward it to the Director of Physical Plant – this can be done in digital format and emailed to him
 - have the space to be used reserved on the appropriate online resource calendar (if a classroom is to be used it must be reserved through the registrar's office)
 - deliver a copy of the presentation, in digital format, to the IT department, at least one business day in advance of the presentation, so it can be loaded on a PCAD computer and tested with the appropriate PCAD equipment and software. This is so that, if the presentation does not work, modifications or other arrangements can be made
 - the presenter should be available 1 hour prior to the presentation to test to ensure that the presentation is working satisfactorily on the PCAD equipment.
- ♣ If the presenter is using a computer not owned by PCAD along with a PCAD projector and/or sound system:
 - the presenter should be ready at least one hour before the scheduled start of meeting with their laptop to ensure compatibility with PCAD equipment and allow time for configuration changes to ensure everything works for the presentation.
- ♣ The IT and Facilities Departments will have their respective equipment set up and ready one hour before the scheduled start of the presentation or event.
- ♣ The Director of Physical Plant will send a confirmation email that the Event Request has been received

The Facilities Event form can be found at:

<http://www2.pcad.edu/Facilities/Event%20Request.pdf>

or

<http://www.pcad.edu> → Degree Programs → Facilities/Studios → Facilities Resource Site → Facilities → Event Setup Request Form