

Classroom Technology Support Policy for Special Events

Electronic classrooms may be scheduled for special events (by faculty and staff only) if they are not already scheduled for regular academic activities. The definition of a regular academic activity includes regularly scheduled classes, labs, review sessions, and performing arts rehearsals and productions. A special event is defined as a one-time or infrequently occurring event outside of regular academic activities that require any additional ITS support including, but not limited to, software installation, extra equipment/technology setup (including audio/video), and/or training.

Please observe the following procedures when scheduling these classrooms.

- a. Faculty or Staff (no student groups or outside organizations) must contact Central Scheduling (x6098 or through the web at <http://www.union.edu/Events>) to reserve the room.
- b. Central Scheduling will need the following information:
 - Date of event
 - Start and end time of event (including any set up time)
 - Name of contact/person using the classroom
 - Contact's phone number
 - Whether electronic equipment will be used; if yes, person using the room needs to have received training from ITS.
 - Technical/AV support requests (if any; examples include: software installation, operator support, microphones, etc.)

If a special event requires electronic classroom training and/or other technical/AV support, the scheduler must also contact ITS' Learning Environments at 518-388-6438 or helpdesk@union.edu in advance. The required advance notice for electronic classroom training and/or technical/AV support is listed below.

Length of Program	Required Notice
Weekdays – 4 hours or less (8:30 AM – 5:00 PM)	1 Business Day
Weekdays – 5 hours or less (5:00 PM -10:00 PM)	1 Business Day
Weekdays – One day (any length)	2 Weeks
Weekends – One day (any length)	2 Weeks
Multi-day	1 Month

The current list of electronic classrooms can be located on the ITS website at <https://its.union.edu/electronic-classrooms/available-electronic-classrooms>.

Please reference the Union College official scheduling policy at <https://www.union.edu/offices/scheduling/policies/> for more information, including guidelines for student use of electronic classrooms. If you have questions about Electronic Classroom use, please contact the Assistant Director of Learning Environments at helpdesk@union.edu or 388-6750.