

Atwood & Ritsche Technical Info.

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If you are in need of technical assistance or equipment for your event or presentation, please consider the following:

Student Tech Assistance

Atwood A/V Equipment

Microphones

Network Connection

Wireless Access

Powerpoint Presentations

Student Tech Assistance

Atwood's Conference and Scheduling Office can schedule a student to assist you with your technical needs. Please request the student tech when making the room reservation as soon as you can determine if assistance will be needed. Generally, a student is scheduled 30 minutes prior to the event. Major events may require more set up time or several students. In order to effectively prepare for your event, the student

tech will need to know your technical requirements. Equipment can be scheduled at the time the reservation is made. If you are unsure what equipment may be needed, please check with the Scheduling Coordinator at 320-308-2074. A tech will be required if using the built in A/V equipment in the Ballroom, Theater or Quarry. Ritsche requires a student tech for all events.

The cost for a student tech for campus departments or students organization is \$10.00/hr. (\$12.00/hr. if last minute – within a week). The cost for off-campus groups is \$14.00/hr (\$16.00/hr. for last minute – within a week). **THERE IS A TWO HOUR MINIMUM CHARGE FOR TECHNICAL ASSISTANCE.**



Data projectors, document cameras and IP Phones will not be set up and must be checked out

Atwood A/V Equipment

The following rooms have built-in A/V equipment (which include a computer): Glacier, Glacier North, Glacier South, Voyageurs, Voyageurs North, Voyageurs South, Granite, Mississippi and Oak.

A tech is not required in the Cascade, Voyageurs, Voyageurs North, Voyageurs South, Glacier, Glacier North, Glacier South, Granite, Mississippi or Oak, however, if you choose to run the equipment and need training on how to do this, a

training session must be set up in advance by contacting Atwood's Technology Coordinator, Chad Schmitz, at 320-308-2021.

A list of reserveable equipment that is available in Atwood is also listed at:

<http://www.stcloudstate.edu/atwood/reservations/AVTech.asp>

Please request the equipment you need when making your reservation.

The following equipment

will not be set up in the room and must be checked out from the #110 office and set up by you prior to your event:

- Portable Data Projectors
- Document Cameras
- IP Phones
- Keypans



Please specify the type of mic you would like

Microphones

Microphones can be used in the following rooms that have a sound system:

- Ballroom
- Brickyard
- Cascade
- Glacier
- Quarry
- Ritsche
- Theater
- Voyageurs

Please specify if you would like:

- Podium with a mic;
- A corded mic on a stand;
- A table mic;
- A wireless handheld mic; or
- A wireless lapel mic.

Voyageurs North and South have one lapel mic and one wireless handheld mic already in the room. You can only use one or the other though.

You can check out the key to the cabinet from the #110 office in order to access these mics in the Voyageurs Rooms.

It is recommended that you use a corded microphone whenever possible due to set-up and take down issues and the problem with the batteries in the wireless mics often going out in the middle of an event.



Are you Res-Net registered?

Network Connection

Atwood meeting rooms are equipped with Ethernet connections. If the computer that is to be used is a Res-Net registered computer, there will be no need to configure the computer to the network (see Wireless Access). Ethernet cable can be signed out from the #110 office

Wireless Access

SCSU faculty and staff now have the ability to create temporary wireless accounts for guests hosted on campus. This service is made available primarily to accommodate guests such as visiting professors, guest speakers, presenters, vendors and those attending conferences.

In order to access this wireless system, guests must have an SCSU employee sponsor and create their account. For instructions on how to sponsor and set up a guest wireless account, visit

<http://huskynet.stcloudstate.edu/wireless>.

An SCSU guest wireless account allows access to the Internet for up to 30 days.



Bring a copy of your presentation on a CD or jump drive

Powerpoint Presentations

It is best to bring your presentation on a CD or jump drive. All Atwood meeting room computers have powerpoint software. Even if you prefer to use Husky Net, it is suggested to bring a copy of the presentation as a back up.

Burned CD's should be checked to make sure they have been copied correctly. Exceptionally large files (those with many pictures or more than 50 mb) should be tested on the computer to be used in the presentation in advance.

Please let the scheduler know if the powerpoint includes sound.

If you plan to use a Macintosh laptop, be sure to bring the VGA adapter that will be needed to connect the computer to the data projector

We're on the Web!

See us at:

<http://www.stcloudstate.edu/atwood/reservations/default.asp>