

## SECTION 11

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### AUDIOVISUAL / TECHNOLOGY SUPPORT

#### **Audiovisual Equipment/Assistance for a University-Sponsored Event**

For events held in the Cowan Center Auditorium, audiovisual equipment, setup, and staffing are provided by the Cowan Fine Arts Center. Additional fees may apply.

For events held in the University Center, audiovisual equipment, setup, and staffing are provided by the University Center Event Staff Team.

For events held in the Herrington Patriot Gym and outdoor locations, such as the Plaza, an off-campus vendor may be recommended by Media Productions.

It is the responsibility of the requester to ensure that university audiovisual and technology equipment is used in accordance with laws related to the display of motion pictures and/or other copyrighted material. (Section 26)

#### **Information Technology (IT) Assistance for a University-Sponsored Event**

Free guest WIFI is available in most buildings using PatriotAir. Note that the Cowan Center locations and the Herrington Patriot Center DO NOT have wireless access available.

The University of Texas at Tyler relies heavily on networked computers and the data contained within those systems to achieve its missions. The [Acceptable Use Policy](#) is to protect these resources in accordance with state law and Regents Rules. Any individual needing access (guest login) to UT Tyler Information Technology is governed by state law and Regents Rules, specifically UTS 165, UT System Information Resources Use and Security Policy and must sign and return a copy of this Acceptable Use Policy to the Department of Information Technology.

If a guest sign in is needed, please contact [ITSupport@uttyler.edu](mailto:ITSupport@uttyler.edu) well in advance of your event.

#### **Audiovisual Equipment/Assistance for a Non-University Event**

##### Cowan Center Event

All non-university customers in need of audiovisual assistance/training and technology equipment must make their technology needs known to the Cowan Center scheduler at the time of their request. Cowan Center and Media Services staff will determine if they are able to provide audiovisual assistance/training and equipment (possible additional fee) during regularly scheduled work hours contingent upon the availability of staff and equipment.

##### All Other Locations

Media Production can aid by recommending an outside vendor.