**Advanced Setup Support**

**Summary**

Advanced setup support consists of any presentation or event requiring advanced setup time in order to accommodate the request. This includes multiple speakers requiring multiple microphones at the same time or additional lighting required for video recording. This requires setup time especially if a different setup is needed (head tables use of classroom tables for panels, etc...). Maximum of 4 wireless microphones are available in the classrooms, and additional tabletop wired microphones can be made available as needed. When booking your room for a panel, remember that additional setup time is required (30 minutes).

**Features**

- Technician at beginning of scheduled event
- Setup for additional lighting
- Support a maximum of 4 wireless microphones on the panel
- Support for projectors, monitors and microphones
- Kick-off support for panels is standard, dedicated technical support can be requested in advance of the event

**Who can use it?**

SOM faculty, staff and speakers using SOM facilities.

**How much does it cost?**

This service is available at no charge to the Yale School of Management community.

**How do I get it?**

A request can be generated through your room booking in the Event Management System (EMS).

Yale SOM has a consent form (you can read about it in detail here). The consent form should be downloaded and executed prior to any video broadcast or recording of guest speakers. These forms are required for guest speakers to sign, if they are speaking at a recorded conference at Yale School of Management. Recordings will not be released until these permission forms are signed. Speaker permission forms must be completed prior to event start, in order for the recording to take place. Faculty members are only required to sign these permission forms if it is a non SOM event.

Download the Speaker Permission form and have it signed, and upload electronically (scanned, or clear camera image) to your conference or event ticket, which was sent to you as a confirmation of your request through the EMS.

**Related Policy and Procedures**

- All users of Yale University computing and networking facilities are expected to read and abide by the Information Technology Appropriate Use Policy. For additional information, please familiarize yourself with the Policies and Procedures related to HIPAA Security.

**Related Knowledge Articles**