

Revised September 10, 2009

Laptop Reservation Request Form INSTRUCTIONS

In order to request a laptop reservation, complete the information as requested in the reservation form and submit by e-mail to susan.pasquale@umassmed.edu, OME.

Before completing the form, please carefully read the following important information:

In general, after the submission of your reservation request, please allow a minimum of one working week for the review of your request. Confirmation of the approval of your request will be sent to you via e-mail.

All efforts will be made to accommodate all requests; however, in the event of conflicting requests, the approval will be determined by the curriculum development funds committee. Requests will be considered on a first come-first serve basis, with required courses and clerkships as a priority.

Set up and breakdown time may need to be considered as part of your request, and this may affect scheduling and/or availability.

- ❖ set up the laptops for the session
- ❖ return all laptops to the carrier trays/carts at the end of the session
- ❖ load and remove any special software needed on the laptops for the session

If you would like a brief orientation to the laptops, please check the appropriate box on the Reservation Request form. Information Services will provide the orientation when they deliver the laptops to the session.

Requests that require special imaging, or special software, are contingent on product availability and IS resource availability. In general, you should allow a minimum lead time of *one working week* prior to the scheduled session, for laptop requests with special imaging needs. Software and proof of licensing must be provided to IS. The standard UMMS software image for these systems includes:

- a. Microsoft Windows XP Pro
- b. Acrobat reader 7
- c. Norton antivirus 9
- d. Microsoft Office 2003
- e. Shockwave
- f. Shockwave audio component
- g. Flash
- h. Deep Freeze

Remember that curriculum development funds are also available to courses and clerkships to support Multi-media Technology Group services or other costs that may be related to your laptop session. Curriculum development funds can be requested by completing a separate Curriculum Development Funds Proposal form, which should be submitted to Susan Pasquale.

Please note the following useful links when completing your Laptop Reservation Request:

- Year 1 and 2 on-line curriculum calendar: will display the curriculum events that have been approved for laptop reservations. (http://inside.umassmed.edu/portal/curriculum_cal.cfm)
- List of confirmed wireless rooms on UMMS campus: (http://www.umassmed.edu/ome/cur_fac_dev.cfm)
- Curriculum and faculty development website for curriculum development funds proposal forms, laptop reservation requests forms, and related information: (http://www.umassmed.edu/ome/cur_fac_dev.cfm)