Before you submit an Audio Visual Request Form, please ensure you have booked the room. This form is for AV Services only and it is assumed the room is booked.

On the school home page, go to Calendar or in any browser type calendar.nesl.edu.

**STEP 1: Select Log In**
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STEP 2: Logon with your school credentials (same as your network logon)

![Login form](image)

STEP 3: Under Reservations, select Audio Visual Request Form

![Reservation menu](image)
**STEP 4: Pick your Date, Start & End Times, Building and Location and then select**

Audio Visual Request Form

When and Where

- **Date**: 8/24/2016 Wed
- **Start Time**: 9:00 AM
- **End Time**: 10:15 AM

Location Details

- **Building**: Technology and Media
- **Location**: Room 507

Audio/Visual Request (Faculty/Staff only)

This form is for **faculty and staff use only**. Students and student groups with audiovisual needs should contact the Student Bar Association’s Media and Technology Committee by emailing sbamat@neel.edu.

If any of the notice periods below are not met the form will not display the necessary equipment options required to furnish a request. If you feel that an exception needs to be made in this instance please use the Audio Visual Exception Form.

**Required Notice Periods**

- For AV requests relating to services from 9:00am to 9:00pm Monday to Thursday and 9:00am to 5:00pm Friday - 24 hour notice (in relation to the event’s start time)

**PLEASE NOTE:** If you click on Get Services and you are not presented with Audio Visual Services selection, it is because you are outside of the required notice period of 24 hours or you are requesting AV Services outside of our regular Support Hours of 9am to 9pm Mon-Thurs & 9am to 5pm on Fridays. Please check the required notice periods information on the form as you may be required to use the AV Request Exception Form if you are outside of these notice periods or have a Friday evening or weekend request.
STEP 5: If you are within the required notice periods, you will be presented with the following form to request your AV Services. You must enter an Event Name, Event Type and Group information before you select your services.

If you do not see your group listed under the Group dropdown, click on the Lookup search glass and you will be presented with a list of groups to select from. You should only have to search the first time you use the form.
Select your Group by clicking on the Green Plus sign. You should only have to do this the first time you use the form.
STEP 6: Once you have made all your selections, click **Submit**.
STEP 7: You will receive a Calendar Request Confirmation email as follows:

If you encounter any issues or have any questions about requesting Audio Visual Services, please call the TMS Helpdesk at ext 7404 or email tms@nesl.edu. Our hours of support are 9am to 9pm Monday – Thursday and 9am-5pm on Fridays.
Change, add services or cancel an existing Audio Visual Request
To change or cancel and existing Audio Visual Request logon to the calendar with your credentials. Under the Reservations menu, select View My Requests.

Once you click on View My Requests you will see all of your requests in the system that were submitted with your account. Select the event you wish to cancel or change.
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To the right, you will now be presented with options to cancel or change your request.
To change the date or time for your existing Audio Visual Request
Under View My Requests, select the booking you wish to change and then select Booking Tools.

Under Booking Tools, you can change the date and/or start & ends times of your AV Request. Then hit Save. Technology & Media Services will be notified via email.
To update an existing AV Request
Under View My Requests, select the booking you wish to update. Click on the Green Plus sign to see what services have already been requested for this event.

In this example, a mic and recording have already been requested. To make edits, click on the Yellow Pencil (for example you may wish to add more mics).
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Mics have been changed from 1 to 3, now hit Save. Technology & Media Services will be notified via email.
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Adding AV Services to an existing request
Under View My Requests, select the booking you wish to add to. Click on Green Plus sign to see what options have already been requested for this event. In this instance, you can see there is a request for a mic and a recording but we would like to add a Laptop. Click on the Green Plus sign next to Audio Visual Services which will allow you to add additional services.
In the example above, we are adding a Laptop. Then hit **Save**. Technology & Media Services will be notified via email.
Removing an AV Service from an existing request

Under View My Requests, select the booking you wish to amend. Click on Add or Edit Services (Green Plus sign).  

Click on the Red X to remove a service (or you can click on the Yellow Pencil to change quantities etc.).

Then hit Save. Technology & Media Services will be notified via email.
To cancel an audio visual request
To cancel an AV Request, select the event name and then choose **Cancel Bookings**.

You will be presented with a **Cancel Booking popup** where you must select a reason for cancellation – and enter the reason under Cancel Notes. In the example below the user entered the event was postponed to another date. Then click **Cancel Booking(s)**.

Once **Cancel Booking(s)** has been selected, your booking will be removed from your View My Requests list and Technology & Media Services will be notified via email that you have cancelled the request.