



COMPUTERS AND THE GRADUATION EXHIBIT

Requests for Computers

Requests to borrow ECU computers for the Grad Show Exhibition must be completed in writing. The request form (**AV Equipment Request Form**) can be found in the Grad Exhibition Student Handbook or from the AV department. The form is not limited to computer requests so please be very specific and legible when filling it out. Be aware that requests may exceed the supply of computers available. Please try to limit computer requests to one computer and plan for an alternative solution in case a computer cannot be allocated to you.

Planning your Exhibit

It is highly recommended that you consult your local Computer Tech ASAP regarding Grad projects dependent on computers. The Tech can advise you of the feasibility of your project in a Grad Show environment.

All digital files should be thoroughly tested at all stages of preparation for use in the Grad Show. See the Tech as soon as possible for assistance if needed. These files/projects are to be self-contained and consist of either web browser based content, Adobe pdf, Flash, PowerPoint slide show or QuickTime/AVI Movies. Create a backup of your project on a CD/DVD for the Tech in case anything goes wrong with the computer and it needs to be replaced.

All web-based projects should access the computers hard disk and not your network storage space or the Internet. Generally, computers in the Grad exhibit are NOT connected to the ECU network, or the Internet. Please discuss any network requirements for your exhibition with the Tech.

Computers borrowed for the Grad exhibit will be configured to spotlight your project and minimize any other use of the computer. The computers will also be programmed to load and launch your project immediately upon starting up. If possible, leave out any obvious "Quit" options in your project.

ITS Support

The Information Technology Services (ITS) Techs will oversee and assist in all computer installations. The following is a list of procedures for distributing computer equipment for the Grad Show:

1. You will have filled out the **AV Equipment Request Form**. All computer requests made on the form will be reviewed and the student contacted by the ITS Tech and appointments arranged by the ITS Tech for installing the completed files on the assigned computer for use in the Grad Show.

The following is a list of equipment that is not available and must be supplied by you:

- Power bars, extension cords and computer extension cables.



- Data projectors: Let the Tech and your faculty advisor know if you are supplying a data projector.
- Keyboards: Projects are generally mouse driven so contact the Tech if your project requires a keyboard. ITS will provide the keyboard should it be absolutely required.
- Speakers/Headphones: Speakers are generally not permitted. You must supply your own headphones. If you feel your project absolutely requires speakers, you will need approval from your Faculty Advisor and the Exhibition Installation Committee. Speakers will not be supplied by the university.
- Security cables: If you supply your own equipment, you are responsible for securing it. All equipment supplied by the university will have security cables. There is always the potential that there will be more requests for a particular piece of equipment than are available. Please consider an alternative plan in the event your requested equipment is unavailable.

2. An appointment will be made with the Tech for installing borrowed computer equipment. Cliff Veley (Room 343) will install borrowed Macs and Jean-Paul Faubert (Room 288c) will install borrowed PCs. Generally, appointments will be made for the Monday, Tuesday and Wednesday prior to the Saturday Grad Exhibit opening. These appointments are about 1/2 to 1 hour in duration depending on the complexity of the project.

3. Once the project is successfully installed and configured on the computer the Tech will shut off the computer and prepare it for delivery to your approved Grad Show location. You will have prepared your space to receive the computer equipment (includes any painting/decorating, etc.) and will have provided an appropriate plinth/table/desk, all extension cords, power bars, cable extenders, headphones, etc. Everything must be ready and the equipment able to be locked onto furniture or the building with security cables before the borrowed equipment can be installed. The delivery process usually starts on the Thursday and is completed by the Friday by 4PM prior to the Saturday Grad Exhibit opening.

General Advice

- Computer installations must take into consideration environmental conditions such as ventilation, temperature and electrical safety. If your display requires the computer to be in a confined or restricted area it must be ventilated and accessible for maintenance. These things are best caught and accounted for as early as possible through consultation with the Faculty Advisor and the Tech. The Tech can advise your planning of furniture for your computer exhibit.
- When designing your furniture keep in mind the following:
 1. How will I build the furniture/display?
 2. Are there any suitable plinths/tables/desks already available on campus?
 3. Are the wires, cables and cords going to be visible? Do you want that?
 4. How do I minimize the possibility of equipment theft?
 5. Where are the power outlets? Are they working?
 6. Where will the mouse and mouse pad sit?
 7. Does the monitor have enough space on top of the plinths/tables/desks?



8. Where exactly will the computer sit? Will the mouse cord reach it?

Consult with the Faculty Advisor and the Tech.

- If the computer malfunctions during the show and needs to be replaced, the Tech will replace it with one of equal capabilities and install any backup files you have provided.
- If you are late for your installation appointment you may be bumped until another time can be arranged. If you can be ready sooner than your appointment, let the Tech know in case he is able to install it early. If you decide to forego your computer request, let the Tech know ASAP.
- Before any equipment is installed, your method of displaying/supporting, securing the computer, and supplying electrical power must not cause any concern to the installing Tech (including safety).

Please feel free to contact the Techs if you have any questions or concerns:

Mac – Cliff Veley room 343 (cveley@ecuad.ca)

PC – Jean-Paul Faubert room 288c (jfaubert@ecuad.ca)

Both staff and faculty are here to ensure your Graduation Exhibit is a success. Please take advantage of their experience.