

CAS-IT Event Support

This page intends to help you get started planning your event. The best thing you can do is to start planning and coordinating with others early.

1. Contact [Conference Services](#) by phone (438-5364) or [email](#). They can help you with the logistics of such events like planning, facilities, on-site support, registration, and marketing.
 - a. Numerous facilities at ISU offer technical support for events including the [Bone Student Center](#). CAS-IT is not adequately staffed to provide event support staffing.
 - b. CAS-IT can help you during the planning process by providing consultation for your technology needs.
2. Contact [Kevin Bersett](#) as University Marketing and Communications is always looking for good stories about things happening on campus or alumni accomplishing extraordinary things off campus.
3. Review the [Access to Technical Resources for Conference Attendees](#) guide.
4. Consider the technological equipment you might need.
 - a. Consider using a facility that is already equipped with technology like the [Bone Student Center](#), [Alumni Center](#), [Milner Library](#), or the [College of Business](#).
 - b. Alternatively, equipment (like computers and audio/video) is available for loan from the [Technology Support Center](#), [Milner Library](#), and the [Center for Teaching, Learning, and Technology](#).
 - c. CAS-IT does not regularly have equipment available for loan, but we might have equipment we're testing that we might be able to loan.
 - d. If you plan to have any portion of your conference online, CAS-IT recommends [Zoom](#) for most scenarios. We also recommend purchasing a Zoom webinar license through the [Technology Support Center](#).
 - e. Cameras like the [HuddleCam HD GO](#), [Acendo Vibe 5100](#), or [Meeting Owl](#) are good solutions for small meetings with people in a small room and remote attendees. A Meeting Owl is available from the Technology Support Center for check-out and can be reserved by contacting 438-4357.
 - f. Larger presentations will need sophisticated equipment to properly capture presentations and in-person attendees. Consider using a facility that already has such equipment and trained staff to support it.
5. Request a website on the [About.IllinoisState.edu](#) system to help advertise and communicate your event.
6. [Request a Microsoft Teams site](#) to help coordinate planning with your colleagues and to receive a conference email address.