

This form is required to arrange set up of **temporary** wireless network access required for a conference to be run within Massey premises.

Please complete this form and return to the ITS Service Desk, PN 460, for processing.

Access to the "MUEvents" wireless network requires a usercode and password. If the request is approved, the usercode and password will be provided to the sponsor named below **TWO** days prior to the start of the conference and will be available for the duration of the conference.

The sponsor or account controller (particularly if technical assistance is required) must advise the ITS Service Desk at least 10 working days ahead of the conference start date so that access can be set up and support arranged.

Sponsor (Details of Massey staff member supporting the request) (PLEASE PRINT CLEARLY)

First /Given Name: _____ Title: _____

Last Name: _____ User/ Client code: _____

Section/Unit: _____ Extension : _____

Principal Site (tick one only): Albany Wellington Ruawhara Manawatu/Other

Requirements / purpose: _____

Signed: _____ Date: _____

Conference Details

Location of conference -site, building, room number: _____

Please note: some locations at the University may not be able to receive a wireless service

Date of conference: _____

Number of conference attendees: _____

Technical assistance from ITS:

A charge of \$65 per hour applies if technical assistance from ITS is required during business hours to assist conference attendees to connect their devices to the MUEvents wireless network. Out-of-hours support cannot be guaranteed and may need to be organised separately by the conference organiser.

Is ITS assistance required to help attendees connect to their devices (please circle one) Yes / No

If technical assistance IS required, please provide the following details:

Department Account Controller to Complete (PLEASE PRINT CLEARLY)

Ledger code (GL, PR etc.): _____ PN # _____

Account Controller Name (please PRINT): _____ Ext: _____

Signed (Account Controller): _____ Date: _____