

AGRICULTURAL INFORMATION CENTER TRAINING ROOM RESERVATION REQUEST

Please note:

- This is a REQUEST, not a reservation. You should receive a reply within a few days.
- This form must be submitted at least one week prior to requested date and time.
- This form must be submitted at least two weeks prior to requested reservation date if additional software is needed on the computer(s). Proof of licensing is required. All loading of software will be performed with the assistance of AIC staff.
- To make a reservation contact: Amelie Charron: 257-2758, acharron@uky.edu or use this form, which is also available in print at the AIC Service Desk.

Technical Specifications of the Training Room

The Instructor's station is an IBM NetVista desktop pc running the operating system Microsoft Windows 2000 Professional with the following software loaded on it:

ArcView 8.1, I.E. 5.5, Adobe Acrobat Reader 5.0, MS Office 2000 Premium (Access, Excel, FrontPage, Powerpoint, Photodraw, Publisher, Word). In addition the instructor's station has the following hardware: 250 MB internal Iomega Zip drive, internal CD-RW drive, Panasonic VCR, ceiling mounted Epson projector that includes cable TV access.

The training room has 15 wireless IBM ThinkPad notebook computers with a maximum seating for 17 students except by special request. The laptops are running Microsoft Windows 2000 Professional operating system, with the following software loaded: ArcView 8.1, I.E. 5.5, Adobe Acrobat Reader 5.0, Office 2000 Premium (Access, Excel, Powerpoint, Photodraw, Publisher, Word). In addition, the laptops have the following hardware: internal DVD/CD-ROM drive, and an external 250 MB Iomega Zip Drive per machine.

Reservation Information

Name:

Department:

Campus Phone:

E-Mail Address:

Do you need additional software loaded? YES

NO

If answering NO skip the following section.

If Yes to the above question, you will need to provide proof of license to cover the computer(s) you wish to load the software on.

Does software need to be loaded on:

Instructor's Station

Student laptops

Date Requested:

Beginning Time:

Ending Time:

Name of Class:

Course Number:

Number of Students (maximum of 17):

Do students need use of computers? (maximum of 15 available):

Yes

No

Do students need use of Zip Drive?

Yes

No

Do you have students in the class that have special needs?

Additional Comments

Print this form and fax it to 323-4719, or mail to:

**Amelie Charron
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N-24 Ag. Science Center – North
Campus – 0091**