# Request For Projection System and Notebook

*Submit this form to* ***IT******Help-Desk****,* ***room 242*** or send it to [it@auca.kg](mailto:it@auca.kg)

| **Department** |  |
| --- | --- |
| **Contact Phone (AUCA and mobile)** |  |
| **Person Responsible for requested Equipment:** |  |
| **What hardware equipment you need?** | * Projector * Notebook * Web Camera (for web conference) * Speakerphone (for web conference) |
| **Do you need tech support during the event?** | * Yes * No |
| **When and where do you want equipment to be installed?:** | Date:  Time:  Location:  Comments: |

**If your request is urgent - please call 207 and ensure that Help-Desk is able to process your request in time!!!**