Requesting a News Event Posting (NEP) in EMS
IT Services How-To Guide

NOTE:

This guide assumes you have an existing reservation and you are updating the reservation to add or change Audiovisual Technology or Services.

1. Load the myrooms website, mouse over My Account and choose Log in

2. Mouse over Reservations and select View My Reservation
3. Click on the reservation name to add services

4. Click on the Media Services link under the Available Services heading

5. Mouse over the NEP Video Release link and read the notes

   News Event Posting (NEP)
   - NEP Video Release

   Sound Amplification
   - CD Playback
   - iPod Playback
   - Microphone -
   - Microphone -
   - Microphone -

   Telepresence
   - Teleconference
   - Videoconferencing

   Satellite Office: Computer Services

6. Check the box to select NEP Video Release, read the alert and click OK

   Video Recording for DVD
   Video Recording for PodCast
   Video Recording for Website

   News Event Posting (NEP)
   - NEP Video Release

   Sound Amplification
7. Click Save to submit the request

☐ I have read and agree to the terms and conditions View

Save Cancel

PLEASE NOTE:

Once submitted, the ITS Service Desk will receive your request and will process it within 24 hours. You will receive a confirmation via email listing all the details of your audiovisual technology support request. Requests must be made no less than three business days before your event. If you wish to modify your request within three business days, you will need to contact the ITS Service Desk directly.

Links
1. https://hls.harvard.edu/dept/its/
2. https://hls.harvard.edu/dept/its/its-services/
3. https://hls.harvard.edu/dept/its/its-policies/
5. https://hls.harvard.edu/dept/its/clinical-it-services/
7. https://hls.harvard.edu/dept/its/status-updates/
8. https://hls.harvard.edu/dept/its/software-library/
11. mailto:hlshelp@law.harvard.edu
13. mailto:hlshelp@law.harvard.edu
14. https://myrooms.law.harvard.edu/VirtualEMS/