

Technology Policy

Statement of Challenge: The decision to provide technology at the annual meeting of the Eastern Communication Association is a difficult one. ECA must balance the fact that we are a communication association with the fiscal reality: Technology use is expensive.

Statement of Usage: All requests for technology must be made by the Interest Group Program Planner *at the time* of final program submissions (normally, this is around mid-November). Any requests made after that time will not be honored. Upon receiving those requests, the Convention Planner will review the importance and necessity of the requests, examining the individual submission and its purpose. Those programs ranked highest by the program planner that incorporate technology will be given priority. Those with lower rankings will likely not allow technology to be included in the program.

The decision to provide technology will be guided by 1) the Convention Planner's budget, 2) the need and necessity of the technology for the execution of the program, and 3) the availability of technology. In some cases, the ECA 2nd Vice-President's school may be able to assist in securing technology. However, ECA Convention Planners should not expect this assistance.

ECA will not approve requests for the following technology: personal computers, laser printers, satellite links, teleconference equipment, LCD panels and projectors, video data projects, and digital versatile/video disc equipment. Although ECA members may wish to rent this equipment from the hotel at their own expense, those individuals are responsible for the equipment, including protecting it from damage and theft. Further, ECA is not responsible for this equipment. Finally, the hotel should not be expected to provide service for, or assistance with, personal technology that is brought into the hotel.

Although every effort will be made to provide technology as requested, the Convention Planner will necessarily examine whether the integrity of the submission will be jeopardized if technology is not available.

Approved by ECA Executive Council, 4/29/07