



20TH ANNUAL  
**COMPUTERS  
 IN LIBRARIES 2005**

March 16-18, 2005  
 Hilton Washington  
 Washington, DC

**AUDIOVISUAL/COMPUTER REQUEST FORM**

*Please return this form by January 21, 2005*

**1. Computer/Internet Connectivity Information**

All rooms during the **main conference** will have an IBM-compatible laptop computer available. Each computer will be equipped with PowerPoint 2000, Microsoft Office 2000, Internet Explorer 6, and Netscape Communicator 7, as well as Internet connectivity via high-speed T1 (10BaseT) Ethernet connections.

You may use your own computer; however, a network card must be installed on it to use the T1 connection.

If you are speaking at a **pre- or post-conference workshop**, please contact Stacey Sochacki at 609-654-6266, ext. 357 or e-mail ssochacki@infotoday.com.

- Yes, I will be using an Internet connection during my presentation.*  
 *No, I will not be connecting to the Internet during my presentation.*

If yes, please fill in the following:

- I will be using the provided IBM compatible laptop to connect to the Internet.*  
 *I will be using my own computer to connect to the Internet.*  
 *I have a 10BaseT Ethernet card.*

If no, please fill in the following:

- I will be using the IBM compatible laptop provided, but not for a live Internet connection.*  
 *I will be using my own computer, but not for a live Internet connection.*

**2. Audiovisual Information**

A high-quality data projector, large screen, lavalier and podium microphones will also be available in each room. Staff will be on hand to offer any technical help you may need in the set-up of your presentation.

Please check any additional equipment needed for your presentation:

- Flipchart*     *VCR*     *Other (specify): \_\_\_\_\_*

What style of presentation will you be using:

- I will speak from the podium.*  
 *I would like to be able to move around freely on the platform.*  
 *I would like to speak from the floor of the meeting room.*

Special Requirements: \_\_\_\_\_

Note: Presentations will be given in a large ballroom with potentially hundreds of attendees. Please ensure that whenever possible your graphics are **big and bold**.

NAME \_\_\_\_\_

E-MAIL \_\_\_\_\_ PHONE \_\_\_\_\_

PRESENTATION DATE \_\_\_\_\_ TRACK/TITLE OF PRESENTATION \_\_\_\_\_

**PLEASE RETURN BY 1/21/05 TO: Stacey Sochacki • Fax: 609-654-4309**

