AUDIOVISUAL/COMPUTER REQUEST FORM

Please return this form by February 8, 2008

1. Computer/Internet Connectivity Information

All rooms during the **main conference** will have a laptop PC available. Each PC will be equipped with PowerPoint 2003, the latest versions of Internet Explorer and Mozilla Firefox, as well as high-speed Internet connectivity.

Please provide the following information:

_____ *I will be using the provided (IBM compatible) laptop PC.*

_____ *I will be using my own computer.* *

_____ *Yes, I will be using an Internet connection during my presentation.*

_____ *No, I will not be connecting to the Internet during my presentation.*

* Please note computer type you will be bringing:

_____

2. Audiovisual Information

A high-quality data projector, large screen, lavaliere 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 2/8/08 TO: Carol Nixon • Fax: 609-654-4309