

Dear Workshop Leader,

Thank you for your participation as a workshop leader on *Monday, April 6 and/or Thursday, April 10, 2008* during the Computers in Libraries conference. In order to make your experience as rewarding as possible and for your workshop to run smoothly, please note the following information:

1. You must return the enclosed *Workshop AV/Internet Request Form*.

Unlike the general conference sessions, we do NOT have a standard room set for workshops. Audiovisual equipment and Internet connectivity are provided at the speaker's request only. To ensure that your workshop room is properly equipped you must complete and return this form. **All forms must be returned by Friday, February 22, 2008.**

Note: The Workshop AV/Internet Request form is for your workshop only! If you are also speaking during the main conference, you will need to complete and return the standard AV/Computer Request Form sent to you separately in your Speaker Packet.

2. Information Today, Inc. provides a Handout Service for workshops.

We will produce the handouts associated with your workshop complimentary. Instructions on how to take advantage of this service are provided on the enclosed form entitled *Workshop Handout Service*. **The deadline date for submitting handouts is Monday, March 17, 2008.**

Note: We do NOT publish workshop handouts in the printed Collected Presentations. The Collected Presentations book includes the general conference sessions only. You should submit handouts for your general conference session separately, and according to the instructions included in your original Speaker Packet.

General Workshop Information

- All workshop rooms are set classroom style (i.e. tables and chairs). If you require a different set-up, please contact me as soon as possible to discuss your options.
- There will be on-site tech support available the day of your workshop.
- You will receive registration numbers and your room location approximately 2 weeks prior to your workshop.
- You will receive a complete registration list, including full contact information, the day of your workshop.

Once again, I look forward to assisting you with the logistics of your workshop. Please feel free to contact me directly if you have questions regarding your workshop or any other aspect of Computers in Libraries 2008.

Best Regards,

Stacey Hogan
Events Manager
Information Today, Inc.
P: 609 654-6266 ext. 357
staceyhogan@infoday.com

WORKSHOP AV/INTERNET REQUEST FORM

This form refers to the workshop(s) you are presenting during the Computers in Libraries 2008 conference. Audiovisual equipment and Internet connectivity are provided in workshop rooms per the speaker's request only!

To be sure that your room is appropriately equipped, please fax this completed form to Stacey Hogan, Events Manager at 609-654-4309 by Friday, February 22, 2008!

Please complete the following based on your needs:

1. LCD projector and Screen

- Yes, I will be using an LCD projector and screen.
 No, I will NOT be using an LCD projector and screen.

2. Microphone

- Yes, I will be using a microphone.
 Podium microphone
 Wired lavalier microphone
 No, I will NOT be using a microphone.

3. Internet Connectivity

- Yes, I will be using an Internet connection.
 No, I will NOT be using an Internet connection.

4. Laptop PC

If requested, Information Today, Inc. will provide speakers with a laptop PC for use during their workshop. Each PC will be equipped with PowerPoint 2003 and the latest versions of Internet Explorer and Mozilla FireFox.

- Yes, I will be using the provided (IBM compatible) laptop PC.
 No, I will NOT be using the provided (IBM compatible) laptop PC.

Special Requirements: _____

Name: _____

Workshop Date _____ Workshop #/Title _____

**PLEASE RETURN BY Friday, February 22, 2008 to:
STACEY HOGAN, EVENTS MANAGER • FAX: 609-654-4309**

Workshop Handout Service

Deadline: Friday, March 17, 2008

Information Today, Inc. will be extending a handout service to Computers in Libraries workshop leaders. Through this service, we are willing to produce any “standard” handouts that you may require, including PowerPoint slides, URL listings, etc. We highly encourage speakers to provide handouts to be copied and/or copy handouts on their own if they cannot meet the deadline.

Definition of standard handouts:

- Black and white copies
- Copies on white stock (color paper upon request)
- Stapled

Anything above and beyond these specifications will be the responsibility of the individual workshop leader. Please note that Information Today, Inc. will not be held responsible for any additional monetary reimbursement to speakers who produce handouts on their own.

All handouts will be placed in your workshop's designated room onsite. Please note that Information Today, Inc. staff is not responsible for distributing handouts to workshop attendees.

How to get your handouts produced

- Notify Stacey Hogan of your interest as soon as possible via e-mail at staceyhogan@infoday.com
- E-mail your handouts to staceyhogan@infoday.com on or before **Monday, March 17, 2008**.
- Include any special instructions directly within your email.

PLEASE SEND PDF FILES FOR PRINTING!

IMPORTANT NOTE:

PDF files of your handouts are preferred! Please save your slides as HANDOUTS, 3 up per page.

However, if you must send a PowerPoint file, please double-check the slides in the Black and White view. Your handouts will be printed in black and white and many times text is unreadable when a color slide is converted to black and white.

Questions?

Stacey Hogan
Events Manager
609-654-6266, ext. 357
staceyhogan@infoday.com

 **Information Today, Inc.**

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