

## Audio Visual Request Form

<b>Session Title:</b>	
<b>Speaker Name:</b>	
<b>Speaker Email:</b>	

- **Core conference session breakout rooms** are set classroom style with a podium, riser and a 6 foot head table. These room set ups may not be altered in order to protect the consistency of the room set-ups.
- **Pre-conference workshop rooms** are set classroom style, unless you specifically request an alternate set-up.

<b>Alternate Set-up:</b>	
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**Each core conference session breakout room will be set with the following AV package:**

- Computer projector unit (capable of handling resolutions up to 1024x768)
- Projection screen
- Universal Slide Advancer – USB connection
- 1 Flip chart with markers

**Set-up does not include:**

- **NOTE: Please be sure to bring your laptop computers and all of your own connectors/adapters, mouse and power cables for your laptop.**

**Additional audio-visual needs (subject to approval).** Please mark the check box(es) below:

- Computer audio and sound projection
- Wi-Fi Connection
- Other: \_\_\_\_\_ (please advise why this request is required for your session)

**Please note:**

- No additional AV equipment will be added to a session room on-site.
- Set-up does not include personal supplies such as masking tape, highlighters, etc.
- All presentations must be in a PPT or PDF format.
- Workshop Presenters: Wireless Internet is available in the conference area, however, if your workshop requires extensive internet usage, please notify [James](#) with your specific needs.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**