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***Audio Visual Request Form***

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| Session Title: |  |
| Speaker Name: |  |
| Speaker Email: |  |

* **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.

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| **Alternate Set-up:** |  |

**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
* 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.

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**Signature Date**