

Audio Visual Request Form

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.

Alternate Set-up:	
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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