
Audio/Visual Room Set-up

Name: _____

Company: _____

Address: _____

E-mail: _____

Place: _____

Each room includes the following:

- 1 LCD projector with screen
- 1 wired lavalier mic (Seminars, luncheons speaker and co-presenters will have wireless lav mics. Panels will have three tabletop mics. All other microphone requests will be based on available budget.)
- All workshop rooms are set theater style to allow for the maximum number of participants. Luncheons are set in rounds.

****Please note we do not provide internet access, computers or laptops for your session(s).
All speakers are responsible for providing their own computer equipment.**

Please check the box below. Sign, date and return this form to the designated contact.

The audiovisual equipment listed above will be adequate for my needs.

Special requests will be considered based on budget and availability. List any special requests below:

Signature

Date