







Audio-Visual & Room Setup

[Special Requests Only!]

Please complete and return this form only if you have a request for equipment or room set up that is not provided.

Audio-Visual equipment provided for each session:

-  LCD Projector
-  Projection Screen
-  Laser Pointer
-  Lapel Microphone

Room Setup: All technical sessions / tutorials are set up classroom style

*[Place cursor to the right of the * to enter information requested]*

Speaker or Instructor Name * _____

Session or Course Title * _____

Special Requests (*easel, flip chart, markers, etc.*)

1. * _____
2. * _____
3. * _____
4. * _____

Email or fax for special requests only by

Monday, August 2, 2010 to:

karen@smta.org

[Fax] 952-926-1819