



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 / Instructor Name * _____

Session / Course Title * _____

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

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

Email or fax for special requests only with your final paper to

karen@smta.org