

REQUEST FOR AUDIO/VISUAL MATERIALS

Presenter(s): _____

Address: _____

Phone : (H) _____ (W) _____

FAX: _____

Title of Presentation: _____

Date of Presentation: _____ Time: _____

We encourage all presenters to provide the AV coordinator, Margaret Baroody, with any specific presentation needs **THE DAY YOU ARRIVE** in order to minimize last minute problems. It may also be possible to schedule some rehearsal time for your presentation. Only NTSC video format will be available. Conversion from PAL and SECAM to NTSC must be done by the presenters prior to the meeting. Conversion facilities will not be available at the Symposium.

COMPUTER-GENERATED PRESENTATIONS

If you are using a software program other than PowerPoint, you **MUST** provide your own computer or talk to the audio-visual coordinator one month in advance of the Symposium about other options.

REQUIREMENT: NO EXCEPTIONS: You must bring your presentation on a USB Flash Drive. You should bring your laptop as a back-up, but all presentations must be on a USB Flash Drive.

For computer-generated presentations PC and MAC laptops, as well as flash drive and CD-ROM capabilities, will be available.

If your presentation contains embedded video, please make sure you bring the original video files along with your PowerPoint in case of embedding issues.

We also suggest that you bring your personal laptop and that you back-up your presentation and media files on the hard drive of your computer.

(OVER)

If using our laptops, we request that you do not use post-script fonts, but instead, use True Type or more standard fonts.

Please indicate below in writing all of the specifics (PC/MAC, software program, flash drive, etc.) of your computer-generated presentation.

// DVD Player

// CD Player

// Power Point Audio

// Power Point Video

// Other (Please be specific) _____

OVERHEAD TRANSPARENCY AND SLIDE PROJECTORS WILL NOT BE AVAILABLE

Please return request by: April 15, 2014

Return to: Margaret Baroody, M.M.
Audio-Visual Coordinator
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Philadelphia, PA 19103
(215) 790-5195; FAX (215) 735-9293
peggybaroody@aol.com AND office@voicefoundation.org