

LIFESAVERS CONFERENCE, INC.

June 14-16, 2012

Walt Disney World Swan and Dolphin

Orlando, FL

AUDIOVISUAL REQUEST FORM

Due May 17, 2012

***PLEASE SUBMIT THIS FORM ONLY IF YOU HAVE EQUIPMENT NEEDS
BEYOND THE STANDARD SETUP LISTED BELOW***

(Please print clearly)

Speaker Name: _____

Organization: _____

Telephone: _____ Email: _____

Workshop Title: _____

Day/Time of Workshop: _____

Standard Setup Provided: Theater style seating with head table, podium, microphones, LCD projector with VGA cable, screen, sound for laptop presentations, and laser pointer.

Speaker Must Provide: Laptop computer, appropriate software, and cable equipment if required for presentation. Lifesavers cannot be responsible for the security of your computer equipment.

Handouts: We will post workshop handouts on the Lifesavers website prior to the conference if they are received by May 25, 2012. Lifesavers does not print copies to distribute during the conference. Any workshop handouts not received by the deadline will be posted after the conference. Handout guidelines are included in your confirmation letter and are posted on the Lifesavers website.

Additional Equipment Requested: (Due to the high rental cost of audiovisual equipment, please request only those items that are essential. Thank you!)

_____ VCR (runs through LCD projector)

_____ Flipchart with markers

_____ Overhead projector for transparencies

Other equipment requested (please explain): _____

Submit by May 17, 2012

Fax to: (703) 922-7780

OR

Mail to: Lifesavers Conference, Inc., P.O. Box 30045, Alexandria, VA 22310