

# AUDIO-VISUAL REQUEST FORM

August 29-September 2, 1999  
Baltimore, MD

**COMPLETE AND RETURN ONE FORM PER PRESENTATION AS SOON AS POSSIBLE. The ICT'99 administrative POC must receive this audio-visual equipment request form by August 13, 1999 to ensure that items will be available.**

Meeting \_\_\_\_\_ Presenter \_\_\_\_\_

Paper Title: \_\_\_\_\_ Paper Reference #: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Date: \_\_\_\_\_ email: \_\_\_\_\_

1. The following AV equipment will be provided at no charge to the presenters.

- 35mm slide projector (please detail type of slides used)
- Projector screen
- Lectern with microphone and lapel microphone
- Laser pointer
- Overhead projector
- Aisle microphone for rooms with projected attendance of greater than 150

2. The following AV Equipment will be provided free of charge BUT MUST BE REQUESTED PRIOR TO THE MEETING. (Please X items requested below.)

- Video cassette player and one TV monitor (VHS "NTSC" format required)
- 1/2" VHS (standard)
- 3/4" VHS
- Flip chart & markers
- Computer controlled projection – LCD projector. Please indicate program and display (i.e., power point, SVGA or VGA) you are using. **Note: Presenter must provide laptop computer**

3. The following AV equipment will be provided upon request at the presenter's cost. (Please X items requested below. will contact the presenter with the estimated cost prior to the meeting).

- Additional VHS monitors # \_\_\_\_\_
- Dual screens/dual projectors for:
  - Overhead
  - 35mm
- Dissolve unit for 35mm projector
- Other, please specify \_\_\_\_\_

**RETURN THIS FORM TO:**

**Attn: Wendy Lozano  
ICT'99 Administrative POC  
Strategic Analysis, Inc.  
4001 N. Fairfax Drive, Suite 175  
Arlington, VA 22203  
703-527-5445 (fax)  
ICT99@ITS.ORG**