

**ANNUAL CONVENTION
AUDIO VISUAL FORM
Due by March 1, 2007**

Session Title: _____

Presenters:

Date of Presentation: _____

Time of Presentation: _____

Audio/Visual Needs:

Each meeting room will be furnished with a head-table, lectern, LCD projector, projection screen and wired lavalier microphones for each speaker. Please check below if you need any additional items.

Overhead Projector _____

Electric Pointer _____

Lectern Mic _____

Aisle Mic _____

Flip Chart _____

Other _____

The above items will be provided only upon request.

*** If you choose to utilize an LCD projector, you will need to bring your own laptop computer and have a backup plan such as overhead transparencies in case of technical difficulties. We also suggest that you bring your presentation on a disk or CD.**

Please fax this completed form to
Lisa Whitaker at 757-889-5285 or
e-mail form to Lisa at lwhita@msn.com
by March 1, 2007