

Session Room Audio/Visual Requests

Please complete and fax this form to Lori Ann Pope at **212.719.1952**
or via email: LPope@the-dma.org with the following subject line: DMA09 A/V Form

Due: August 21, 2009

Standard Audio/Visual Equipment Set in Each Session Room:

Note: Audio/Visual support is not available for Ask-the-Experts roundtable sessions.

- Podium microphone
- Microphone(s)
- Projection screen
- LCD projector

Audio/Visual equipment requested in addition to the standard set is subject to approval. Additional A/V services can cost DMA09 Conference Management up to \$1000 in labor and equipment. Please be sure your session will require the equipment before submitting a request. **You will be notified if your request has been accepted.**

Please note: No additional equipment orders will be accepted after August 21, 2009.

Additional AV Equipment Request:

Session Title: _____

Session Date and Time: _____

Sound Patch

If your laptop will need to be connected to the Sound System, you must request a Sound Patch.

Specify Other: _____

I understand that DMA09 Show Management will use the information I have provided via this form in preparing for the conference. Therefore, if any changes may arise, I must advise DMA09 show management at least 4 weeks prior to my speaking engagement.

Signature: _____ Date: _____
(Typewritten name serves as e-signature)