

Audio/Visual Requests

Please Fill out and fax this form to Lori Ann Pope, Senior Events Coordinator at **212.719.1952** or E-mail: LPope@the-dma.org with the following Subject Line: DMA09, A/V Form

Due: August 21, 2009

Standard Audio/Visual Equipment Set:

Note: Audio/Visual support is not available for 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 requirements can cost DMA08 conference management up to \$1000 in labor and equipment, so 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 15, 2008

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 DMA08 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 DMA08 show management at least 4 weeks prior to my speaking engagement.

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