



Presenter Audio / Visual Request

Directions for Presenters:

Please complete a separate form for each topic you are presenting. Send completed forms at least two (2) weeks in advance of your event to your conference coordinator.

Presenter Contact Information:

Full Name:

Phone #:

Location (bldg/rm)

Presentation Topic:

Email address:

Please check off any equipment you may need:

- Laptop computer (PC or MAC) with LCD projection/screen for:
- PowerPoint presentation Play Music Watch video
 Word Document Internet access Synchronized online meeting

- Wireless* Internet access

**If need wired Internet access, must bring own network (cat5) cable. Cables are also available for purchase at the university bookstore.*

- Overhead projector with screen

- VCR, image to be projected onto screen for large group OR on TV for small group

- DVD, image to be projected onto screen for large group OR on TV for small group

- Easel (must bring own writing tablet and markers)

- Microphone: Wired Wireless Handheld Wireless Lavalier

- Background music during dinner OR during social event

- Other:

NOTE: *It is recommended that all electronic presentations be supplied 2 weeks prior to the event on either a CD or sent via email. Your presentation will be pre-loaded onto the computer in the meeting room. Please bring a backup copy of your presentation on thumb-drive and/or CD-ROM.*

Directions for Conference Coordinators:

Please send 2 weeks in advance of your event all Presenters' completed AV request forms and their presentations via email to: kkollar@bloomu.edu in BU's Conference Services Office. Our fax # is: 570-389-5070. Please remind presenters to bring a backup copy of their presentations on thumb-drive and/or CD-ROM to campus for your event.