



AUDIOVISUAL EQUIPMENT REQUEST FORM

Please complete the following form regarding the audio and visual equipment necessary for the session you are scheduled to present.

Conference: (circle one)	ALA 2000 Annual Conference	PLA 2001 Spring Symposium	ALA 2001 Annual Conference	PLA 2002 National Conference
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Program Title: _____

Speaker: _____

Standard room arrangement is "theater-style" (chairs in rows facing a podium or speakers' table), with a podium microphone and sufficient head table microphones for panel discussions.

Please identify additional equipment if any from the list below that *you* (not your copresenters) will utilize at the session. Expenses for reasonable audiovisual equipment will be covered by PLA when notification of the need for such equipment is provided sufficiently in advance (in general, no later than two months before the event). Please **do not** identify a need for equipment unless it is absolutely necessary to avoid unnecessary costs.

- 16mm film projector and screen
- 35mm slide projector with remote control and screen
 - dual slide projector and screens
- audiocassette player and speakers
- computer projection equipment (LCD panel and screen)
- electric pointer
- flip charts, paper/markers (quantity: _____)
- floor microphone
- laptop computer*
 - * presenters are encouraged to bring personal laptop computers to avoid the expense, unfamiliarity and potential unreliability of rented laptop computers.
 - with live Internet connection and software
 - with PowerPoint software
 - with Windows 95 software
- opaque projector (for printed materials) and screen
- overhead projector (for transparencies) and screen
- television and VCR

Please Return to: PLA, 50 E. Huron Street
Chicago, IL 60611
800-545-2433, ext 5027; Fax 312-280-5029

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