

ISTSS Audiovisual Request Form
Response Deadline: September 13, 2016

This form can be completed electronically. Complete the form, "SAVE AS..." with your initials appended to the file name and email, or print and mail or fax to ISTSS Headquarters.

Session Chair: _____

Type (e.g. PMI, Symposium, Workshop, Case, Expert Clinical, Master Clinician, Panel, Media) _____

Presentation Title: _____

Day/Date/Time of Presentation: _____

Audiovisual Guidelines and Room Setup:

Sessions will include the following audiovisual equipment: **XGA projector display device, including DVD availability, appropriate screen, lighted podium with microphone, head table and one table microphone.**

All presentations must be loaded onto the laptop provided. Specific instructions about how to upload and download presentations will be provided at the podium. Presentations must be compatible with the software on the laptops including: Windows 7, Office 2010 (PowerPoint) and Windows Media Player. A Speaker Ready Room will be available, which will include the same audiovisual equipment for testing and preparation.

Save your presentation to a USB memory stick, and consider bringing a backup copy.

If alternative and/or additional audiovisual equipment are desired, check the appropriate boxes below and e-mail or fax request to Michael Hagedorn at ISTSS headquarters. Requests will be considered and you will be notified. **Only one request form should be submitted on behalf of the above-mentioned presentation.** If no response is received by the deadline, audiovisual requests cannot be guaranteed.

Please note that wireless microphones are too costly to provide and will not be made available.

- TV/VCR with VHS
- Flipchart with markers
- Other (explain) _____

Return completed form by **September 13, 2016**, to Michael Hagedorn at ISTSS, One Parkview Plaza, Suite 800, Oakbrook Terrace, IL 60181 or email: mhagedorn@istss.org or fax: +1-847-686-2251.