

Audio/Visual (A/V) Form
Earth & Space Conference 2008
March 3-5, 2008, Long Beach, California
<http://content.asce.org/conferences/earth2008/welcome.html>
Due Friday, February 1, 2008

Audio Visual Availability:

The following equipment will be available in each room and is provided at no charge:

1 - LCD Projector

1 - Screen

1 – Wired Microphone

* Note: If you are making a computer generated presentation, you **MUST bring your laptop** with you to the conference. If you do not have a laptop computer, please discuss alternatives with your Session Moderator.

If you require additional equipment, you may also choose one (1) item from the following list at no additional charge. In order to avoid charges for this equipment, these requests must be received by the conferences department by **February 28, 2008**. No A/V equipment will be ordered onsite.

- Switcher** (to move from one computer to another)
- 35mm Carousel Slide Projector**

- Laser Pointer**
- Overhead Projector**

Do you need something not listed here?

Please indicate additional requests in the space below, and every effort will be made to accommodate your needs. **Some requests may incur an additional charge at the speaker's expense.** If you are requesting something not on the list above, please provide your e-mail address and daytime telephone number where you can be reached.

Special A/V Request: _____

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Speaker's Name: _____ Telephone Number: _____

E-mail Address: _____ Session Date & Time: _____

Session Title: _____

Paper Title: _____

Speaker's Signature: _____ Date: _____

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Please Mail or Fax this form by February 1, 2008 to:
ASCE World Headquarters, Attn: Adele Dicken, 1801 Alexander Bell Drive, Reston, VA 20191
Fax: (703) 295-6329

Please submit a separate form for each paper you are presenting and complete the entire form.