World Environmental & Water Resources Congress 2009
Short Course Speaker A/V Request Form

May 17 – 21, 2009
Kansas City Marriott Downtown
Kansas City, Missouri

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

1 LCD Projector **1 Screen** **1 Microphone** (if room size requires)

***** 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 Stacey Gardiner by April 13, 2009.

☐ **Overhead Projector** ☐ **35mm Carousel Slide Projector**

☐ I **will** require additional audiovisual equipment, which is not listed above.
☐ I **will not** require additional audiovisual equipment.

Please indicate additional requests in the space below, and we will make every effort to accommodate your needs. **Requests for additional audiovisual equipment not listed above will be reserved at the speaker's expense.** Please provide a daytime telephone number and/or email address so that we may reach you to confirm additional charges.

Type of A/V Requested:_____

* * * * * * * * * * * * *

Speaker's Name:_____ Telephone Number:_____

Email Address:_____Session Date & Time:_____

Session Title:_____

Paper Title:_____

Speaker's Signature:_____ Date:_____
(required)

* * * * * * * * * * * * *

Please Mail or FAX this form by April 13, 2009 to:
Raquel Grant at: raquelgrant@msn.com or fax form to: (703) 719-0145.
Please submit a separate form for each paper you are presenting and be sure to complete the entire form.