

**American Academy of Audiology
Audiovisual Request Form**

Standard Equipment provided by the Academy includes:

(Not applicable for Poster Sessions)

- LCD Projector/Screen
- Laser Pointer
- Laptop Computer
- Wired Lavalier Microphone
- Podium Microphone

Industry Updates include:

- *Plasma Screen*
- *Laptop Computer*
- *Wired Lavalier Microphone*

Optional Equipment - Please check the A/V equipment you would like to request for your session:

- Internet Access during presentation *(may be limited)*
- Using a MAC - would you like a MAC laptop available for your session room (only available if using the Presentation Management system)
- Additional Microphones _____
Type of Microphone: __wired lavalier __standing for audience __table mic
- Using my own computer in lieu of Presentation Management System (not recommended)
- Would like to play a DVD on the main screen
- Other: _____

Presenter Name: _____

Session Title &/or Code: _____

Session Date/Time: _____

RETURN via email to Lisa Yonkers, lyonkers@audiology.org or FAX 703-790-8631

PRESENTATION MANAGEMENT SYSTEM

You can conveniently upload your slides via the web to a secure server from home or your hotel room, prior to AudiologyNOW! or onsite in the presenter's room. You will have continuous access to your uploaded presentation to make edits. Once your presentation is uploaded, the slide deck will then be delivered through room server network and waiting for you in your assigned session room on a computer provided by the Academy - no need to lug your laptop to the Convention Center.

Worried that you might need to make a last minute change? Not a problem! Just stop by the Presenters Creativity Room and the technicians will bring up your file and you can make your changes up to 30 minutes prior to the start of your session! Have multiple presentations? Not to worry! You or your co-presenters can load as many presentations as needed and all of them will be delivered to your session room. Switching from one presentation to the other is simple and fast with the click of a mouse.