



MLA-DLA 2017 Conference
 2017 Conference Event and Program Request Form
 Audio/Visual and Computer Equipment
Submit to DLA by Dec 23 2016
 (DUE to MLA by DECEMBER 30, 2016)



TITLE CODE: _____

PROGRAM TITLE: _____

Are you supplying your own equipment? YES NO

PLEASE NOTE: If you are supplying your own equipment, you are responsible for storage.

PROGRAM CONTACT PERSON: _____

EMAIL: _____

EQUIPMENT REQUESTED:

ALL PROGRAM ROOMS WILL HAVE A PODIUM, A LAPTOP (INCLUDES UP-TO-DATE VERSIONS OF POWER POINT, ADOBE READER, WINDOWS MEDIA PLAYER, REAL PLAYER, EXCEL AND WORD) AND A PROJECTOR.

Additional equipment needed:

- Screen
- Podium microphone
- Computer Speakers
- Lavalier Microphone
- Table Microphone for panels (limit 2)
- Flip Chart How many? _____

Additional equipment (be specific): _____

ROOM SET UP:

Unless requested otherwise, regular session rooms will be set up theatre style (rows of chairs) to provide maximum seating.

PRECONFERENCE ROOM SET UP:

Round Tables: _____ Narrow Rectangular Tables: _____ Special Room Arrangement: _____

SUBMIT TO THE DLA OFFICE
dla@lib.de.us or by fax: 302-739-8436
 and DLA Conference Chair Michelle Hughes: michelle.hughes@lib.de.us