



MLA-DLA 2019 Conference
 Conference Event and Program Request Form
 Audio/Visual and Computer Equipment
DUE DECEMBER 21, 2018



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 (Program Planner): _____

EMAIL: _____

EQUIPMENT REQUESTED:

NOTE: ALL PROGRAM ROOMS WILL HAVE A SCREEN, A TABLE IN THE FRONT OF THE ROOM, A WIRELESS MIC, 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:

- Computer speakers
- Table microphone for panels (limit 2)
- Flip Chart How many? _____
- Additional equipment (be specific): _____

ROOM SET UP (Thursday, Friday workshops):

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

PRECONFERENCE ROOM SET UP (Wednesday):

Round Tables: _____ Narrow Rectangular Tables: _____
 Special Room Arrangement – PLEASE INCLUDE A DIAGRAM OF SETUP: _____

SUBMIT TO THE DLA OFFICE and CONFERENCE CO-CHAIRS
 Email: dla@lib.de.us , michelle.hughes@lib.de.us, Alison.wessel@state.de.us
 121 Martin Luther King Jr. Blvd. N., Dover, DE 19901