



MLA-DLA 2020 Conference
2020 Conference Event and Program Request Form
Audio/Visual and Computer Equipment
DUE DECEMBER 20, 2019



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 SCREEN, A TABLE IN THE FRONT OF THE ROOM, A 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:

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 – INCLUDE A DIAGRAM OF SETUP:

SUBMIT FORM TO:

catherine.wimberley@newcastlede.gov

sekatz@udel.edu

Questions: contact Catherine - 302-571-7425