



MLA-DLA 2021 Conference

2021 Conference Event and Program Request Form Audio/Visual and Computer Equipment **DUE DECEMBER 16 2020**



FORM MUST BE COMPLETED BY THE CONTACT PERSON

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

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:

DLA Conference Chairs

jennifer.wilson@dtcc.edu & alisonwessel.dla@gmail.com