



Audiovisual Request Form

Standard Set Up

Rooms will be set theater style, schoolroom, rounds or a combination of all three. Larger rooms may include a riser in the front of the room. Podium and lavalier microphones, HDMI connection to an LCD projector, a laser pointer and projection screen are included. ****You are responsible to bring: your presentation ready-to-load.** Although there will be Wi-Fi in the common areas, presenters should order an internet connection for presentations that require internet access to ensure a solid connection. Technicians from the audio-visual company will assist with the remotes/timers/laser pointers before the presentations begin. If the success of your session requires additional technical support, please indicate that below.

Please complete the following

Session Title:

Session Date:

Session Time:

Speaker Name(s):

Email:

Cell Phone:

Please indicate any additional AV needs below.

I will be showing a video with sound.

Return this form by February 1, 2019 via email to mmaguire@oandp.org or via fax to 202-380-3447.

