

ATA 47th Annual Conference  
**Speaker Audiovisual Request Form**

Please complete this form by **September 22, 2006** to ensure a successful presentation.

ATA Membership No.: \_\_\_\_\_ (If you are not an ATA Member, leave blank.)

Conference Code: \_\_\_\_\_ (example: ATA-1-247)

Speaker Name: \_\_\_\_\_

Speaker Email: \_\_\_\_\_

Presentation Title: \_\_\_\_\_

**I do not require any audiovisual equipment**

Overhead Projector, Markers, and Screen

LCD Projector (projects laptop screen) and Screen. *Note: You must provide laptop.*

35mm Slide Projector, Remote, and Screen

Flip Chart and Markers

Other special equipment needed (please specify):

\_\_\_\_\_  
Comments: \_\_\_\_\_

Notes:

1. If requesting an LCD Projector, you must provide your own laptop.
2. Onsite audiovisual requests are not accepted.
3. This form must be submitted by **September 22, 2006**.

If you have any questions, please email Teresa Kelly at [teresak@atanet.org](mailto:teresak@atanet.org)

Please complete and return this form to ATA, 225 Reinekers Lane, Suite 590, Alexandria, VA 22314 or by fax (703) 683-6122.