

## ☞ OOPSLA'97 Educator's Symposium Presenter A/V Request Form ☞

**1** This form is important. Without this form we cannot provide the correct audio/visual equipment for your presentation. You should fill out and submit this request form as soon as possible, and absolutely no later than **August 15, 1997**. *Do not miss this deadline - last minute changes cannot be accommodated.* Regardless of the number of speakers please submit one, exactly one, and no more than one form per presentation.

Please  check boxes and   2   fill in blanks.

I would like:  
**2**            one overhead and screen  
-or-        two overheads and screens

I would also like:  
              one laser pointer  
-or-        one stick pointer  
-or-        no pointer at all, thanks anyway.

**3**    I am bringing a computer and would like it to be projected on the screen in vivid colour. My computer is a: (model, display, ... *Please be explicit*)

-or-  I am not bringing a computer.

(OOPSLA'97 will project the computer using either an LCD panel or a Datashow-like projector depending upon the type of hardware, the size of the room, the phase of the moon, and the price of tea in China. If there exists a technical reason why one of the options would be superior, please explain in section 5)

**4**   There will be \_\_\_\_\_ speakers of which \_\_\_\_\_ will be speaking simultaneously during this experience report. The speakers will use lavalier microphones; the others will have one podium microphone available.

**5**   I would like \_\_\_\_\_ flipcharts and pens. I would also like to request the following special equipment:

**6**   My presentation's title is:

**7**   My name, address, phone number, fax number, and email address are:

(Remember: we will use this address if we need to contact you about your audio/visual request and thus it is in your own best interest to be accurate. We also hope that you non-North Americans will include your country code with the phone numbers!)

**8**   Send this request for to Nancy Wilson **before August 15, 1997**:

Nancy Wilson  
Meeting Planner  
NJW Meetings  
PO Box 20125  
Portland, Oregon  
USA 97220-0125

voice: (503) 252-5458  
**fax: (503) 261-0964**  
email: 74117,171@compuserve.com

**Refer to the Educator's Symposium web page for email copies of this form.**