

☞ OOPSLA'97 Tutorial A/V Request Form ☞

1 This form is important. Without this form we cannot provide the correct audio/visual equipment for your tutorial. 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 presenters please submit one, exactly one, and no more than one form per tutorial.

Please check boxes and 2 fill in blanks.

2 I would like:
 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 _____ presenters of which _____ will be speaking simultaneously during this tutorial. 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 tutorial'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 Tutorial's web page for email copies of this form.