Speaker Biography and Audiovisual Requirements

3rd International Agricultural Trade & Policy Conference

The Naples Beach Hotel & Golf Club
Naples, Florida ● December 3-4, 2003

Name: (first) _____________________________________  (last) _______________________________________________

Business Address: _____________________________________________________________________________________

City:  ______________________________ State:  ________ Zip:  __________________ Country: ____________________

Organization:  ________________________________________________________________________________________

Business Phone: ______________________________ FAX: _______________________ E-mail: _____________________

Topic of presentation: __________________________________________________________________________________

Please indicate which piece of AV equipment you need to make your presentation (Choose only one):

- 35mm Slide Projector  Do you wish for us to provide you with a slide tray for your presentation?  yes  no

- Computer Projection Unit (IBM laptop with Microsoft PowerPoint '97-2000 Applications will be provided.)
  - Check here if you will be using software other than Power Point and wish to provide your own computer.
  
  NOTE: If you will be using your own computer, you will need to bring a computer cable. If using a
  Macintosh, you will also need to bring a Macintosh adapter.

- Standard Overhead Projector

- No equipment is required

Other (Please specify): ________________________________________________________________________________

In the event we are unable to accommodate your request, you will be notified immediately.

BIOGRAPHICAL INFORMATION

Please provide a brief paragraph of background information related to your professional focus and key
accomplishments. Degree(s) held, alma mater, professional membership(s), current employment, and
area(s) of special interest could be included. Feel free to attach a separate sheet (be sure to include your
name on any additional sheets.)

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Return this form by November 6, 2003 to: Sharon Borneman / IFAS Office of Conferences /
University of Florida / P.O. Box 110750 / Gainesville, FL 32611-0750. If you wish to discuss your
audiovisual requirements in detail, we can be reached by phone at (352) 392-5930, by FAX at
(352) 392-9734, or by E-mail at spborneman@ifas.ufl.edu.