SPEAKER AUDIOVISUAL (AV) REQUIREMENTS

Greater Everglades Ecosystem Restoration (G.E.E.R.) Science Conference
December 11-15, 2000 ● Naples, Florida

PLEASE PRINT

Name: (first)_____________________________________  (last) _________________________________________________________

Organization: __________________________________________________________________________________________________

Phone: ____________________________________  E-mail:_____________________________________________________________

Please submit a separate form for EACH oral presentation you will be making.

Presentation Title: (You only need to specify the FIRST FIVE WORDS.)______________________________________________

_____________________________________________________________________________________________________________

Day of Talk:_____________________ Topical Session and # _________________________________ AM ________PM_________

Please indicate which piece of AV equipment you need to make your presentation. (Choose ONLY One.)

☐ Computer Projection Unit (IBM laptop with Microsoft PowerPoint ‘97 Application will be provided.)*

☐ Check here if you will be using software other than PowerPoint 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 35m Slide Projector (Do you want us to provide you with a slide tray? ____yes ____no)

☐ Standard Overhead Projector

☐ No Equipment is Required

☐ Other:____________________________________________________________

* Check type of electronic storage media that will contain your presentation for the computer projection unit.

☐ 3.5” floppy disk. Must be IBM formatted.

☐ 100mb ZIP disk. Must be IBM formatted. (Please verify your presentation will fit on a 100 mb disk).

☐ CD ROM disk. Must be IBM formatted.

If you have any reservations about your electronic compatibility, email me your FINAL presentation in advance, NO LATER THAN Monday, November 27th. Put LAST NAME-GEER-AV in the subject line of the email.

We will provide one screen, a laser pointer, a lapel microphone and a podium microphone for each presenter.

ATTENTION: Due to space constraints, only one projection screen will be available for presentations.

Please FAX this completed form BY November 15 to:
Beth Miller-Tipton — UF/IFAS Office of Conferences and Institutes (OCI)
If you wish to discuss your AV requirements in detail, we can be reached by
Phone: 352-392-5930, FAX: 352-392-9734, or E-mail: bamt@gnv.ifas.ufl.edu

DATED MATERIAL—YOUR TIMELY RESPONSE IS APPRECIATED