

SPEAKER CONFIRMATION & AV REQUIREMENTS FORM

2nd National Conference on Ecosystem Restoration (NCER)
April 23-27, 2007 • Hyatt Regency Crown Center • Kansas City, MO

This form serves to CONFIRM you still plan to make an oral presentation at the conference. This form serves to confirm you will make a an oral presentation at the conference. Please complete and submit a separate form by Friday, February 9, 2007 for EACH presentation you plan to give.

(Type in the box)

Presenter Name (First and Last):

Presenter Email Address:

First FIVE Words of Abstract Title

Audiovisual Equipment Requirements – Mark “X” in the boxes that applies to your presentation

STEP 1. Please mark an “X” in the box below that applies to your presentation. Conference organizers will provide a computer projection unit with IBM laptop with PowerPoint XP Application.

- I, the presenter, will use the laptop computer provided by the organizers. PLEASE NOTE: Your PowerPoint file **MUST** be IBM formatted. Power Point files are to be turned into the conference AV Download station on either a • CD ROM disk OR a USB Bus Drive. (No 3 ½ by 5 disks or zip disks please.)

I, the presenter, will be using software other than PowerPoint, and thus will bring my own laptop. If bringing your own laptop, you will need to provide the power cord. Macintosh users will also need to bring a Macintosh adapter.)

One screen, one podium microphone and one lapel microphone will be available for all presentations. Overhead projectors and 35mm slide projectors will not be available for presentations.

STEP 2. Please indicate any special requirements you may have. You will be notified if we are unable to accommodate your request.

Special A/V Consideration (e.g.: other equipment requests)
Describe:

Special Needs. (e.g.: Special Needs in Compliance with the American’s with Disabilities Act - ADA)
Describe:

STEP 3. We may be asked for a copy of your PowerPoint file. Do we have your permission to share a copy?

YES, you are permitted to share my PowerPoint presentation with interested parties.

NO, please do not share my presentation.

STEP 4. All presenters MUST register for the conference and pay the applicable registration fee NO LATER THAN March 16 in order for their abstract to be included in the printed abstract book.

Register online today via the conference web site at: <http://conference.ifas.ufl.edu/NCER2007>

To confirm participation as a speaker, FAX or email this completed form by Friday, February 9 to:

Beth Miller-Tipton, Conference Coordinator, University of Florida/IFAS Office of Conferences and Institutes (OCI); PO Box 110750, Gainesville, FL 32611-0750; PH: 352-392-5930 / FAX: 352-392-9734 / Email: bmt@ufl.edu

DATED MATERIAL—YOUR TIMELY RESPONSE IS APPRECIATED