# MAKE IT NEW
CREATE THE FUTURE
AALL 2016 • JULY 16-19 • CHICAGO

# Equipment Request Form
## (for Coordinators)
## Submit by April 22

**This PDF form is best viewed in Adobe Reader.**

Program Alpha-Numeric Code: and Title:

Program Date: Start Time: ◯ AM ◯ PM End Time: ◯ AM ◯ PM

Coordinator: Phone: Email:

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Equipment that is necessary to conduct your program (e.g. audio/visual equipment, computers, projection screens) will be ordered through AALL Headquarters. In order to manage costs, please exercise some care when considering the use of audio/visual equipment. Indicate your equipment needs below compiled from the Equipment Request Forms you receive from your speakers and **submit it to AALL Headquarters by April 22.** Equipment changes should be submitted by June 20.

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**COMPUTER NEEDS (check all that apply):**

**NOTE:** A VGA connection-enabled LCD projector and screen, a remote slide advancer, and an AALL-provided laptop (with standard presentation software) will be available for speaker use in all program rooms.

◯ **Check here if speakers will be presenting media files requiring audio.**

☐ We plan to use the AALL-provided laptop.

☐ Speaker(s) will bring # VGA connection-enabled laptop(s) (with software). ☐ PC ☐ Mac

☐ Speaker(s) will bring # (non-laptop) VGA connection-enabled device for my presentation (specify below).

☐ We do not plan to use computer equipment.

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**INTERNET ACCESS**

Both **wired and wireless Internet** access will be provided in all educational program rooms at the Hyatt Regency Chicago. To ensure a successful presentation, speakers should always be prepared with a backup presentation of screen captures and temporary Internet files. Please advise your speakers to design their presentations accordingly.

◯ # speaker(s) will utilize the Internet during the program.

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**AUDIO/VISUAL EQUIPMENT NEEDS**

☐ No Audio/Visual Equipment is needed.

☐ Easel w/Pad and Markers *(not recommended for large program room presentations)* #

Indicate additional requests below, **OR**, if a speaker is planning to bring a non-laptop device, tell us: **1)** exactly what he/she is bringing and, **2)** if applicable, whether he/she will bring the necessary adaptor for establishing a VGA connection with the LCD projector.

**MICROPHONE REQUEST**

(1) Lectern mic, (1) wireless lavaliere mic, and audience mic(s) are automatically provided with the setup. Select any additional mics below.

☐ Tabletop (panel) mic #

☐ Lavaliere mic (wired) #

☐ Lavaliere mic (wireless) #

☐ Handheld mic (wired) #

☐ Handheld mic (wireless) #

**Submit this form by April 22** by clicking the Submit by Email button (which should open an email message with the form already attached), or by printing and faxing the form to **Pam Reisinger** at 312/431.1097. Please keep a copy for your records. Thank you!

Print Form | Submit by Email