

# Special AUDIO-VISUAL Request Form

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## **Requests for special equipment MUST be made No Later Than September 8, 2003**

All session rooms will have an overhead projector, and an LCD computer projector. With each LCD computer projector will be a four-port switchbox so that multiple computers can be set up prior to the beginning of the session (presenters should arrive at least 15 minutes before the beginning of the session). Your session chair will coordinate the order in which the computers will be connected to help ensure a smooth transition during the session.

**Speakers requiring a multi-norm VHS VCR and monitor or/and 35-mm slide projector(s) MUST return this Special Audio-Visual Request Form before the deadline of September 8, 2003, even if you have indicated a special need on your abstract.**

Depending upon the type of special equipment requested, the author may be requested to cover the cost of providing this special equipment.

**Special AV requests made at the Symposium will NOT BE ACCOMMODATED.**

1. Your Name: \_\_\_\_\_  
e-mail address: \_\_\_\_\_  
Work Phone Number: \_\_\_\_\_  
Fax phone number: \_\_\_\_\_
2. Paper Title: \_\_\_\_\_
3. Session: \_\_\_\_\_
4. I will require the following special Audio-Visual equipment (please check):
  - ☐ one 35 mm slide projector
  - ☐ two 35 mm slide projectors for dual projection
  - ☐ a multinorm VHS VCR & monitor
  - ☐ other (please describe): \_\_\_\_\_

**Complete this form and FAX to:**

Lorena Nicholas  
2003 IEEE Ultrasonics- Special A/V  
Request  
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Savoy, IL 61874  
U.S.A.  
FAX: (217) 398-4119