

Audio Visual Request Form

*April 24-28, 2004
Hawaii Convention Center, Honolulu, Hawaii*

If you are speaking more than once please make a copy of this form before filling it out.

**Breakout meeting rooms will be equipped with a flip chart and/or grease board.
Any other audiovisual requests must be approved by the SCA administrative office
by February 9, 2004**

Please indicate for which portion of the meeting you will need audio-visual equipment

Annual Meeting

Workshop

Faculty Name: _____

Lecture Title: _____

Day/Date/Time of Lecture: _____

The following equipment will be available in annual meeting and workshop general session rooms:

- Dual Screen
- Laser Pointer
- VCR
- LCD Projection for Power Point (you must provide your own laptop)
Please indicate which you will be using: ____ Mac ____ PC

If you require equipment not listed above, please indicate below (special requests may require approval of the Program Committee Chair).

*Please return this form no later than **February 9, 2004** even if you require
no additional Audio Visual support*