



Audio-Visual & Room Setup

Audio-Visual equipment provided for each session:

- LCD Projector
- Projection Screen
- Laser Pointer
- Lapel Microphone

Room Setup: All technical sessions / tutorials are set up classroom style

*[Place cursor to the right of the * to enter information requested]*

Speaker or Instructor Name * _____

Session or Course Title * _____

I have no additional requests

Additional Requests (*easel, flip chart, markers, etc.*)

1. * _____
2. * _____
3. * _____
4. * _____

DUE AUGUST 2, 2011



Emmy Garner
SMTA Office Assistant
5200 Willson Road, Suite 215
Edina, MN 55424-1316
Email: Emmy@smta.org
Phone: 952-920-7682
Fax: 952-926-1819