

Presenter Form

Please Fill out and email to EventSupport@ahsmail.com

Presenter Name: _____

Date and Time of Presentation: _____

Room Presentation will be held in: _____

Presentation Location

- Floor with podium
- Floor without podium
- Stage with podium
- Stage without podium

Microphone:

- On a stand
- Hand held
- Multiple mics _____ (how many needed)
 - on stands _____
 - hand held _____

Media (please check all that apply)

- Providing own laptop with presentation (must provide converter for Mac or Apple computers)
- Presentation will be emailed (must be sent 24 hours in advance)
- Presentation will be provided on a thumb drive (must be received 24 hours in advance)
- Power point with sound
- Power point without sound
- Power point with embedded video
- Audio
 - From CD
 - From File
- Video
 - From DVD
 - From File
 - Needs to be downloaded

Other Special Needs:

- Whiteboard
- _____