

**October 7 & 8 2002, Fairmont Château Laurier Hotel  
 Audio-Visual Request Form for Presenters**

Please complete this form and return it **before September 18, 2002** to Golden Planners Inc.

First Name:		Last Name:	
Title:			
Organization:			
Address:			
City:		Province:	
Postal Code:		Telephone:	
Fax:		Email:	
Presentation Title:			
Presentation Date & Time (if known):			
The session room will be equipped with the following standard equipment: <ul style="list-style-type: none"> <li>➤ Podium with microphone</li> <li>➤ Wireless lapel microphone</li> <li>➤ Screen</li> <li>➤ Data projector for computer-based presentations</li> <li>➤ One PC-based laptop computer</li> </ul>			
I will require the following additional equipment for my presentation: <ul style="list-style-type: none"> <li><input type="checkbox"/> Overhead projector</li> <li><input type="checkbox"/> VHS/Video (NTSC) playback with audio</li> <li><input type="checkbox"/> Laser pointer</li> <li><input type="checkbox"/> 35 mm slide projector</li> <li><input type="checkbox"/> Computer-based audio connection to sound system</li> </ul>			
Additional or Special Requirements:			

**Please complete this form and return it to:**

PMPRB Symposium 2002

c/o Golden Planners Inc.

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