

**LIFESAVERS 2010**  
April 11-13, 2010  
Pennsylvania Convention Center  
Philadelphia, PA

**AUDIOVISUAL REQUEST FORM**  
**Due March 19, 2010**

***PLEASE SUBMIT THIS FORM IF YOU HAVE EQUIPMENT NEEDS  
BEYOND THE STANDARD SETUP LISTED BELOW***

(Please print clearly)

Speaker Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Workshop Title: \_\_\_\_\_

Day/Time of Workshop: \_\_\_\_\_

**Equipment Provided:** Theater style seating with head table, podium, microphone(s), LCD projector with VGA cable, screen, sound for laptop presentations, and laser pointer.

**Speaker Must Provide:** Laptop computer, appropriate software, and cable equipment if required for presentation. Lifesavers cannot be responsible for the security of your computer equipment.

**Handouts:** We will post workshop handouts on the Lifesavers website prior to the conference if they are received by March 24, 2010. Lifesavers does not print copies to distribute during the conference. Any workshop handouts not received by the deadline will be posted after the conference. Handout guidelines are included in your confirmation letter and are posted on the Lifesavers website.

**Additional Equipment Requested:** (Due to the high rental cost of audiovisual equipment, please request only those items that are essential. Thank you!)

\_\_\_\_\_ 35mm slide projector

\_\_\_\_\_ Overhead projector for transparencies

\_\_\_\_\_ VCR (runs through LCD projector)

\_\_\_\_\_ Flipchart with markers

**Other equipment requested (please explain):** \_\_\_\_\_

\_\_\_\_\_

Submit by March 19, 2010

fax to: (703) 922-7780

**OR** mail to: Lifesavers Conference, Inc., P.O. Box 30045, Alexandria, VA 22310