

Academy of Dentistry International A/V Requirements Request

Meeting:

Date:

Time:

Room Assignment:

Computer: Bring my own ☐ Need/Request one ☐

Format: Mac ☐ PC ☐

If MAC format: Do you have the dongle? Yes ☐ No ☐

Projector: Bring my own ☐ Need/Request one ☐

Connections: HDMi ☐ VGA ☐ RCA ☐
Request ☐ Bringing Own Cables ☐

Do you want a Podium? Yes ☐ No ☐

Microphone Preference: Wireless Lavalier ☐ Wired at Podium ☐ Handheld ☐

Presentation format: 4X3 Standard ☐ 16X9 Widescreen ☐

Do you have handouts for your presentation? Yes ☐ No ☐

Do you want them distributed at the meeting or uploaded to the website?

Distribute ☐ Website ☐

Even if available in paper format at meeting, documents can still be emailed to attendees or uploaded to website. Therefore, you may select both options.

If you want them distributed, do you print them and bring them or do you wish ADI to print?
I will print and bring handouts ☐ ADI is to print and provide handouts ☐