

# NeoCon®

## AUDIO VISUAL REQUIREMENTS FORM

SPEAKER NAME: \_\_\_\_\_

CO-PRESENTER(S): \_\_\_\_\_

DATE OF SESSION: \_\_\_\_\_

TIME OF SESSION: \_\_\_\_\_

LOCATION & CAPACITY OF SESSION: \_\_\_\_\_

**ALL** meeting rooms will be set “theater style” to capacity.

A lighted lectern (with podium mic) will stand at the front of the room. Stools will be set up in the front of the room for panel discussions. Panels will receive **two** hand-held mics.

**NEW!** Each meeting room will be equipped with a PC laptop, an LCD projector and Screen. Presenters should arrive with their presentation on a **USB Flash Drive**. Presenters’ personal laptops will only be used in case of an emergency. **(If you are using the Mac program “Keynote,” please bring your Mac laptop and Mac dongle.)** PowerPoint presentations should be created in 16:9 ratio format. You are encouraged to create a PDF version of your presentation if you are concerned about special fonts. Laptop audio available in every meeting room.

Additional audiovisual needs: (Please indicate quantity)

\_\_\_ Lavalier (lapel) microphone (wired)

(We recommend that no more than 2 lavs be used simultaneously. See below if you have a panel discussion.)

Panel Discussion? (Circle one) **YES NO**

\_\_\_ Wireless Mouse / PPT Advancer with Built-in Laser Pointer

\_\_\_ I will be bringing my own Mac laptop because I am using “Keynote.”

\_\_\_ Flip Chart w/Pad & Markers

\_\_\_ Easel (for display)

Special requirements/questions:

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Please return this form by **April 10, 2017** to:  
Monica DeBartolo, Director of Programming  
Email at [mdebartolo@themart.com](mailto:mdebartolo@themart.com)