

# AUDIO VISUAL

## REQUEST FORM

Please print, complete  
and fax back to  
Tara King at **651-227-6262**.

**The 2010 Midwest IP Institute  
September 23 & 24, 2010**

NAME:

In order for your presentation to go as smoothly as possible at the seminar, we need to know if you have any audio visual needs.



### Tips for Computer Presentations

- Bring a backup with you, either a CD or thumb drive would be best.
- Font size should be **no less than 24 pt type**. This enables video replay sites to read your slides as they often are viewing on small screens.
- Be sure text contrasts with background. Dark type on a light background is recommended. Avoid using red text as it may be difficult to read.
- Fancy fonts can also be hard to read and may not be available on the display laptop. Standard fonts such as Arial are recommended.
- Try not to put important information in your presentation that is not included in your materials. Computer presentations should be designed as a visual aid only and are not printed with the materials.

Please check the appropriate box(es) below:

- Computer presentation**
  - Microsoft PowerPoint**
  - Corel Presentations**
  - Includes audio or video**

(Be prepared with backups! Bring your presentation on a CD or thumb drive. Please arrive prior to the start of the program or during a break for technical setup. Your presentation will be preloaded for you.)

- Document camera**  
(This is similar to an overhead projector, except it requires plain paper originals – not transparencies. We have a WolfVision document camera that projects your document onto two large screens in the front of the classroom.)

- VCR / DVD / videotape projection**

- Flip chart and markers**

- Analog phone line for Internet access**

- Other AV request:**

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- I do NOT plan to use any audio visual materials.**

