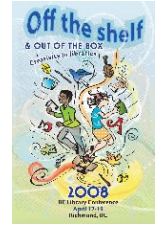


SET UP AND EQUIPMENT REQUIREMENTS

PLEASE COMPLETE AND RETURN THIS FORM BY MARCH 21, 2008



Thank you for agreeing to act as convener for a 2008 BC Library Conference session. As a convener, you are eligible for a \$50 credit toward your conference registration for each session you convene. Conveners are responsible for completing this **Set up and Equipment Requirements** form for their session. Please contact your speaker(s) to get a list of their session set up and equipment needs. It is very important for the success of your session that forms are completed and returned on time. Please complete a separate form for each session you are convening.

SESSION INFORMATION

Session Title: _____

Session#: _____

Date / Time: _____

Convenor: _____

Email: _____

Convenor's Address: _____

Phone: _____

Fax: _____

Speaker's name(s)

If you have any questions, please contact Jamie Anderson at jamieanderson1968@gmail.com

Return completed forms by March 21, 2008 to

Jamie Anderson via:

Email: jamieanderson1968@gmail.com

Fax: 604-609-0707

Snail mail: Jamie Anderson, BCLA,
#150 - 900 Howe Street, Vancouver, BC, V6Z 2M4

ROOM SET-UP AND EQUIPMENT

Default Configuration – Room set up unless otherwise specified in Configuration Options

- Theater style seating (greatest seating capacity)
- Podium
- Head table

How many will be seated at the head table: _____

Configuration Options – Please complete if you prefer a different configuration from the default. Note that the conference cannot guarantee that these alternative configurations will be available.

- Classroom style seating (chairs around round tables)
- Boardroom style seating (chairs around one large table)

Equipment Options – Please indicate which equipment is required for your session. All rooms will be equipped with a screen. All large rooms will be equipped with a wired microphone

- Table lectern
- Flip chart with markers
- VCR and monitor
- DVD player and monitor
- Display table (for leaflets, etc)
- Live Internet connection – *Tip: experienced presenters always bring along a canned alternative to a live Internet presentation in case there are connection problems at the time of the session*

- Laptop computer supplied by BCLA. *Note: we encourage speakers to bring their own laptops, but we will have a few on hand if they are needed.*
- Laptop computer supplied by speaker *Please bring an adapter if you have a Mac with a non-standard video connection*

- Data Projector supplied by BCLA
- Data Projector supplied by speaker

Wireless lapel mike. *To help control costs, please request only if absolutely necessary. We reserve the right to not supply if the session ends up in a small room.*

- Other: Please clearly specify:

