***MLA-DLA 2021 Conference***2021 Conference Event and Program Request Form

Audio/Visual and Computer Equipment

 **DUE DECEMBER 30, 2020\_
FORM MUST BE COMPLETED BY THE CONTACT PERSON**

 **TITLE CODE:\_\_\_\_\_\_\_\_\_\_\_**

**PROGRAM TITLE**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you supplying your own equipment?  YES  NO

*Please note: If you are supplying your own equipment, you are responsible for storage.*

**PROGRAM CONTACT PERSON**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **EMAIL**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **EQUIPMENT REQUESTED:**

***ALL PROGRAM ROOMS WILL HAVE A SCREEN, A TABLE IN THE FRONT OF THE ROOM, A MIC, A LAPTOP (INCLUDES UP-TO-DATE VERSIONS OF POWER POINT, ADOBE READER, WINDOWS MEDIA PLAYER, REAL PLAYER, EXCEL AND WORD) AND A PROJECTOR.***

**Additional equipment needed**:

 Computer Speakers

 Flip Chart How many? \_\_\_\_\_

Additional equipment (be specific):

**ROOM SET UP:**

***Unless requested otherwise, regular session rooms will be set up theatre style (rows of chairs) to provide maximum seating.***

**PRECONFERENCE ROOM SET UP:**

Round Tables:\_\_\_\_ Narrow Rectangular Tables:\_\_\_\_ Special Room Arrangement – INCLUDE A DIAGRAM OF SETUP:

 **SUBMIT TO THE MLA OFFICE**

**410-947-5089(fax) or** **mla@mdlib.org**