

AIFA 2012 MID-WINTER CONFERENCE NAPLES GRANDE BEACH RESORT SPEAKER AUDIO-VISUAL REQUIREMENTS

COMPANY NAME: _____

ONSITE CONTACT: _____

PHONE: _____

FAX: _____

E-MAIL: _____

SPEAKER: _____

PRESENTATION DATE & TIME: _____

The following audio-visual setup will be provided for your presentation by AIFA during the 2012 Conference at the Naples Grande Beach Resort. Any additional equipment required will be at the expense of your company. AIFA will provide:

- ◆ Laptop
- ◆ Rear or Front Screen Projection in the General Session Meeting Room
(Front Screen Projection Provided in Breakout Sessions)
- ◆ Formal Dais with Table Microphones
- ◆ Podium with Podium Microphone
- ◆ LCD Projector
- ◆ Wireless Lavalier microphone
- ◆ Technician

All power point or video presentations are due by February 6, 2012 and should be emailed to Julian Weston at jbweston@westoninc.com. Please reference the AIFA Conference. Please bring a copy of the presentation on a CD or memory stick for back-up.

My Company Will Be Presenting a:

PowerPoint Presentation _____ Audio Only _____ Other _____ Describe _____

Please specify if your company will require additional audio-visual equipment:

Laser Pointer	\$50.00
Other (Please Specify)	\$TBD

I understand that if I require more Audio-Visual than is provided by AIFA, my credit card will be charged for the items that I have selected. (Prices are subject to change).

CREDIT CARD: _____

AMERICAN EXPRESS

VISA

MASTERCARD

CARD NUMBER: _____

EXPIRES: _____

COMPANY NAME: _____

NAME ON CARD: _____

SIGNATURE: _____

SECURITY CODE: _____

Please e-mail this form to Julian Weston at jbweston@westoninc.com no later than **February 17, 2012**. Julian is also the contact person for webcasting.

**WESTON & ASSOCIATES, INC. ◆ 110 THOMAS STREET ◆ WINSTON-SALEM, NC 27101
PHONE: 336.725.1147**