



## AUDIO VISUAL ORDER FORM

Each meeting room will be provided with the following equipment ready for your presentation:

- Screen
- Podium microphone (if appropriate for room size)
- LCD projector (digital projector)
- Laptop (has sound system to play videos) **NO DVD PLAYER IN THE LAPTOP**

\*\*\* If your presentation requires additional equipment, please fill out the form below.

Bring your presentation (PowerPoint presentations preferred; Windows-based application files only) on 2 thumb drives (one as a backup).

**Poster Sessions, Roundtables and Peer Groups DO NOT require AV.**

SESSION TITLE: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Payment Method (check one)**

Credit Card     Check

**Credit Card Type (check one)**

Visa     Master Card     American Express

Name on Credit Card: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Security Code: \_\_\_\_\_

QTY	Additional AV Equipment	Discounted Rate	Regular Rate
		Before December 31, 2017	After December 31, 2017
	Flipchart with markers and easel	\$ 50.00	\$ 100.00
	Microphone: Handheld wireless	\$ 100.00	\$ 200.00
	Microphone: Handheld with cord	\$ 50.00	\$ 100.00
	Microphone: Lavalier (lapel) wireless	\$ 100.00	\$ 200.00
	Microphone: Lavalier (lapel) with cord	\$ 50.00	\$ 100.00
<b>If your presentation requires an internet connection, please contact Josie 415-403-2202</b>			
	<b>Total payment included</b>	\$	\$

**Please sign this form above and mail or fax along with your payment to:**

Anna Kuvshinova (575 Market Street, Suite 2100) San Francisco, CA 94105 Fax 415-974-0300

**IMPORTANT:** All forms must be received by American Society on Aging by **December 31, 2017 to receive discounted rate** (if received later than December 31 regular rate will apply). E-mail AV questions to [annak@asaging.org](mailto:annak@asaging.org) by 3/20/2018 after this date, please inquire on-site.

\*\*\*Please note that due to set-up and logistical needs, all orders are considered final and non-refundable.