

**2019 AIFA CONFERENCE**  
**NAPLES GRANDE BEACH RESORT**  
**PANELIST AUDIO-VISUAL REQUIREMENTS**

<b>COMPANY NAME:</b>	<b>ONSITE CONTACT:</b>
<b>PHONE:</b>	<b>E-MAIL:</b>
<b>PANELIST:</b>	
<b>PRESENTATION DATE &amp; TIME:</b>	

The following audio-visual setup will be provided for your panel presentation by AIFA during the 2019 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
- ◆ 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 15, 2019 and should be emailed to Julian Weston at [jbweston@westoninc.com](mailto:jbweston@westoninc.com) . Please reference the AIFA Conference. Please bring a copy of the presentation on a 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:

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).

<b>CREDIT CARD: AMERICAN EXPRESS</b>	<b>VISA</b>	<b>MASTERCARD</b>
<b>CARD NUMBER:</b>	<b>EXPIRES:</b>	
<b>COMPANY NAME:</b>	<b>NAME ON CARD:</b>	
<b>SIGNATURE:</b>	<b>SECURITY CODE:</b>	

Please e-mail this form to Julian Weston at [jbweston@westoninc.com](mailto:jbweston@westoninc.com) no later than **February 16, 2019**.