

**AIFA 2017 MID-WINTER CONFERENCE
BOCA RATON RESORT & CLUB
PANELIST AUDIO-VISUAL REQUIREMENTS**

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COMPANY NAME:		ONSITE CONTACT:
PHONE:	FAX:	E-MAIL:
PANELIST:		
PRESENTATION DATE & TIME:		

The following audio-visual setup will be provided for your presentation by AIFA during the 2017 Conference at the Boca Raton Resort & Club. 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 17, 2017 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 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).

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, 2017**.

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