

## Please download form and save to your desktop. Then open the saved form and fill it out. Save it again, and then send to Karmina as an email attachment.

## Presenter Room Set-Up, Materials, and Copies Request

Maximum number of pages to be copied per participant is 20. Any more beyond that must be approved by Kris.

Name: Event:
Date(s) of presentation: Presentation Title:
Presenter Special Dietary Request
Room Set-Up
Room Set-Up  (as available at the facility):  Classroom  (typically rectangular tables with chairs)  Round tables  (with 8-10 chairs)  Theater  (no tables; chairs may be fixed)
(as available at the facility). (typically rectaligular tables with chairs) (with 8-10 chairs) (no tables, chairs may be fixed)
Media: LCD (please bring your own if possible) Speakers (sound; please bring your own if possible) Internet access for presentation
Presentation materials:¹ □ Chart paper □ Post-Its 3x5 □ Post-Its 3x3 □ Post-Its 2x2
☐ Materials boxes for participants (typically contain pencils, pens, high-lighters, markers, etc.) ☐ Scissors for participants
PowerPoint: Attach with this form (even if not requesting copies for participants) and use PDS PowerPoint template
Handouts and Resources <sup>2,3</sup>
Document #13 Do not print; only Print and add to Only print; not Print 1 per OR 1 per
(PDF file name): for flash drive flash drive flash drive options: participant table
□ Print in greyscale □ Print in color □ 1-sided □ 2-sided □ Collated □ Stapled □ 3-hole punch
□ White paper □ Colored⁴ paper: □ White cardstock □ Colored⁴ card stock:
□ PowerPoint: □ 2 slides per page □ 3 slides per page □ 6 slides per page
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□ PowerPoint: □ 2 slides per page □ 3 slides per page □ 6 slides per page
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□     White paper     □     Colored⁴ paper:     □     White cardstock     □     Colored⁴ card stock:
□ PowerPoint: □ 2 slides per page □ 3 slides per page □ 6 slides per page
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□ PowerPoint: □ 2 slides per page □ 3 slides per page □ 6 slides per page
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<sup>&</sup>lt;sup>1</sup>All materials requests will be fulfilled as resources are available.

<sup>&</sup>lt;sup>2</sup>Please submit all documents/resources in PDF format.

<sup>&</sup>lt;sup>3</sup>All copy requests will be completed as resources are available.

Other Request(s):			