



IEEE-USA 2010 Annual Meeting
Corporate Donors & Exhibitors
Audio-Visual Form

Contact: **Linda Hall**
 Email: l.hall@ieee.org
 Direct #: **202-530-8325**
 Fax: 202-785-0835

Submission Date:		Requesting Committee/Exhibitor: (Society/Company/Committee/Name)	
Point of Contact Name:		Phone:	
Email:			
<i>Please send your request as soon as possible so that we may properly prepare for your event.</i>			
On-Site Representative	Name:	Phone:	
	Title:	Email:	
	Setups must be finished by Thursdays' Dinner	Tear Down must be completed by 2:00 pm Sunday	

AV EQUIPMENT REQUEST

	I am bringing a laptop, please provide electricity to my table.
	Monitor (specify what size):
	I'll also need a Multi Outlet Power Strip
	Internet Connection
	Number of Easels required
	Number of Flip Chart/Easel w/Paper and Markers
	DVD Player
	Notes/Request for Other Equipment, etc. (please specify):

OFFICE USE ONLY
Invoice Sent: _____ Check Rec'd. _____
Amount \$ _____
Internal Account Transfer: Acct # _____

NOTES: