

## AUDIOVISUAL REQUIREMENTS FORM

**Last name first name:**

**Company:**

**Presentation title:**

**Day and time:**

**I will use (please tick as appropriate):**

Format: widescreen (**16:9 ratio**)

PowerPoint

Prezi

OpenOffice Impress

Keynote

Other (please specify):

**I will also need (please tick as required):**

Video player

QuickTime

Other (please specify):

The conference room will be equipped with:

- Lectern
- Computer (Windows/Mac)
- Confidence monitor for referencing projection screen
- Laser pointer
- Headset microphone and lectern microphone
- Speaker timer
- Slido system for question time
- Internet connection
- Audiovisual technician

Please report to the Speaker Room ahead of your presentation. Your presentation will be checked by the audiovisual technician. If recently updated, the new version will be loaded to the computer's hard drive and transferred to the conference room. Please use the following format to name the file: LastNameFirstName-Presentation, e.g. SmithJohn-Presentation.ppt.

### Questions?

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