



2014 Annual Program Meeting (APM) Audio-Visual Equipment Order Form - APM Presenters

IMPORTANT: Read the following items before you begin to complete this form.

1. This form is not for use with poster or roundtable presentations.
2. Forms submitted without payment will not be processed.
3. One LCD projector, screen, podium, and wired microphone will be available in each session room at no cost to the presenter. Presenters wishing to use the LCD projectors must provide their own laptop computers.
4. If you are using a Macintosh laptop computer or iPad, you will need to bring your own connector to the LCD projector that is provided in the meeting room.
5. If you need to purchase Internet access for your presentation, based on your meeting room assignment location, contact Linda Finnerty, lfinnerty@cswe.org for more information.

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| <p>CSWE Receipt Deadline: Friday, October 3, 2014 Fax: +1.703.683.8493 E-mail: lfinnerty@cswe.org</p> | <p>Transmit Completed Forms by Mail: Linda Finnerty, Meetings Manager Council on Social Work Education (CSWE) 1701 Duke Street, Suite 200 Alexandria, VA 22314</p> |
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A. Additional Audio Visual Equipment Rental

Complete this form and submit it with payment. Additional equipment fees will be the responsibility of the primary presenter.

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| 1. PC Laptop Computer | \$150.00 |
| 2. Wireless Mouse | \$ 35.00 |
| 3. Laser Pointer | \$ 30.00 |
| 4. Wireless Lavalier Microphone | \$125.00 |
| 5. 26" LCD TV/DVD Combo with Auto Repeat | \$200.00 |
| Total | \$ |

B. Purchaser

2014 APM Session Number: _____

Primary Presenter Name: _____

Address: _____

Contact Telephone: _____

Contact E-Mail: _____

C. Payment Method

Check made payable to CSWE

Credit Card MasterCard Visa American Express

Account Number _____ Expiration Date _____ Security Code _____

Signature _____

Name on Card _____