

PENNSYLVANIA BAR INSTITUTE

Continuing Education Arm of the Pennsylvania Bar Association

BRINGING EXCELLENCE TO CLE

F A X R E P L Y R E Q U E S T E D

Please fax this form to 717-796-2348

Audio/Visual Request Form

Please indicate by checking the appropriate box(es) which audio/visual items you will be using with your presentation. We will automatically order a podium with a microphone.

Name: _____

- lavalier microphone w/cord
Use if little movement around the room is expected (i.e. if you wish to stand near projector or screen).
- wireless lavalier microphone
Use if movement around the room is expected (i.e. within audience or in conjunction with other a/v equipment).
- wireless hand held microphone
Use for talk show style audience participation.
- overhead projector
- transparency markers
- I will provide my own laptop
- I will need to use PBI's laptop
- LCD data projector
Use to project PowerPoint slides onto screen
- slide projector
- video projector/VCR
- screen
- flip chart/markers
- laser pointer
- easel
- other: _____