AUDIO-VISUAL EQUIPMENT REQUEST

Duplicate as necessary - Please print or type

As you are aware, audio-visual equipment is extremely expensive at conference hotels. Use of "standard" audio-visual equipment—including overhead projectors, slide projectors, videotape players, computers, microphones and other sound equipment—incurs serious charges against the conference budget. We therefore request that you apply to use such equipment only if it is ESSENTIAL to your presentation.

Because of the overbearing expense of audio-visual equipment, the conference budget cannot support the cost of all audio-visual equipment. Presenters who indicate the need for audio-visual equipment may be responsible for the cost. Once all session proposals have been received, it may be necessary for us to require that individuals or institutions requesting unusually elaborate and expensive equipment either (1) modify their proposal to reduce costs; (2) consent to underwrite the audio-visual equipment costs of their session; or (3) withdraw their proposal. The hotel is currently negotiating its audio-visual contract and the list will be made available in the next conference mailing.

Please describe, in detail, the audio-visual equipment you deem essential for your proposed session, explaining precisely WHY it is essential to the success of your session. If this is a student session, the A-V equipment request must be counter-signed by your dean/director/coordinator.

I have read the audio-visual equipment policy stated above and I agree to comply with this policy with respect to the 2002 NCHC Conference:

__________ (signature)__________

Session Title:________________________________________

Type of Session Proposal (e.g. General Session, Idea Exchange, Large University, etc.):

________________________________________________________________________

Institution:________________________________________

Presenter: _________________________________________

Honors Dean/Director/Coordinator Signature:______________________________

If applicable, please submit this form, along with your proposal form. Return this form, postmarked by April 19, 2002, via first-class mail only to:

NCHC, Radford University, Box 7017, Radford, VA 24142-7017.