

AUDIO/VISUAL REQUEST FORM

Presenter's Name:

Presentation Title:

LAPTOP PREFERENCE:

- ☐ Use laptop (PC) provided by UNMC Center for Continuing Education (includes wireless mouse and laser pointer)
 - ☐ Use personal laptop (PC)
 - ☐ Use personal laptop (MAC)*
- * Please bring your own adaptor.

ADDITIONAL PRESENTATION REQUIREMENTS: (Check all that apply)

- ☐ LCD Projector
- ☐ Internet connection
- ☐ Laser pointer
- ☐ Microphone
- ☐ Flipchart
- ☐ Other _____

What software will be used to develop your presentation?

Note: UNMC/CCE currently uses Microsoft Office, Version 2010 software.

- ☐ PowerPoint
- ☐ Keynote
- ☐ Other, please indicate _____

Does your presentation include videos?

- ☐ Yes
- ☐ No

Does your presentation include audio?

- ☐ Yes
- ☐ No

If you answered "Yes" to audio or video, what media player will be used?
