

Deadline: MAY 1, 2002

**MISSOURI LIBRARY ASSOCIATION
PROGRAM EQUIPMENT REQUEST**

Program

Title/Subject _____

Speaker's Information

Name _____

Address _____

Telephone _____ Fax _____ E-mail _____

MLA Unit: Contact name _____ Telephone _____

Equipment Requests

REQUEST

Laptop
Data Projector*
Overhead Projector
Slide Projector
VCR
Internet Access**

* All presentations must be also saved to diskettes.
** Programs requiring Internet access must have a back-up for off-line presentations.

WILL BRING OWN

Laptop
Data Projector
Overhead Projector
Slide Projector
VCR

*The equipment listed below will be available in every meeting room for the duration of the conference. You do not need to request any of the following items: **projection screen, head table, easel/pen, microphone.***

Please complete and return this form directly to the Technology Coordinator by May 1, 2002

Name: Ritchie Momon, Young Adults Specialist

Address: KCPL, 311 E 12th St, Kansas City, MO 64106

Phone 816-701-3522 **Fax** 816-701-3401 **E-mail:** ritchie@kclibrary.org

All correspondance regarding equipment requirements should be directed to the Technology Coordinator listed above.

Failure to sumit the request by the due date or subsequent changes made 2 weeks prior to the conference due date may not be honored.

Please retain a copy of this request for your files