



ACS 30th Anniversary: In a Dairy State of Mind  
Annual Conference & Competition  
July 31 - August 3, 2013

## PRESENTER A/V REQUIREMENTS – DUE: MAY 15, 2013

Presenter Name: \_\_\_\_\_

Session: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

### HANDOUTS (Deadline – June 15, 2013):

ACS will make copies of your handouts provided they are submitted on time. If your materials are submitted after the deadline, you will be responsible for providing the necessary copies at your expense. ACS will not be able to make copies on-site. Please select the appropriate box below:

- Yes, I will be submitting my materials by the deadline for ACS to print and distribute to attendees.
- Yes, I will have handouts, but will bring them with me and provide them on-site.
- No, I will not have handouts.

### AUDIO-VISUAL

All sessions will be set with one podium, microphone, LCD projector, and screen.\*

Panel Information: Panels will be set-up with a table and table microphones. **Panels will need to decide who will provide a laptop for presentation on-site.** For a more seamless presentation, use one computer for the presentation. This would entail having the other presenters download their presentation to a flash drive and upload it to the laptop prior to the start of the session. Please indicate below any additional items and quantities you require. **It is ideal for panels to work together to create a single PowerPoint presentation.**

- I DO NOT REQUIRE ANY OTHER A/V EQUIPMENT
- PC Connector for LCD Projector (Please Note: If you are using a Mac computer, you are responsible for bringing your own cables for the projector.)
- Remote Mouse
- DVD Player     Monitor
- Sound for Video(s)
- Flip Chart w/ Black Markers     Color markers
- Other: \_\_\_\_\_

***\*You are required to provide your own laptop computer.***

To assist us in selecting appropriate projection equipment, please provide the following information about your laptop:

Brand \_\_\_\_\_ Model \_\_\_\_\_ Resolution \_\_\_\_\_

### ROOM SET-UP NEEDS

We will provide appropriate room arrangements for the type of session, attendance, and physical facilities. If you have any specific room set-up needs please list them here: \_\_\_\_\_

**Complete and return to [programs@cheesesociety.org](mailto:programs@cheesesociety.org) no later than  
Wednesday, May 15, 2013.**