

Please download form and save to your desktop. Then open the saved form and fill it out.
Save it again, and then send to Karmina as an email attachment.

Presenter Room Set-Up, Materials, and Copies Request

Maximum number of pages to be copied per participant is 20. Any more beyond that must be approved by Kris.

Name:		Event:	
Date(s) of presentation:		Presentation Title:	
Presenter Special Dietary Request			
Room Set-Up (as available at the facility):		<input type="checkbox"/> Classroom (typically rectangular tables with chairs)	<input type="checkbox"/> Round tables (with 8-10 chairs)
		<input type="checkbox"/> Theater (no tables; chairs may be fixed)	
Media:		<input type="checkbox"/> LCD (please bring your own if possible)	<input type="checkbox"/> Speakers (sound; please bring your own if possible)
		<input type="checkbox"/> Internet access for presentation	
Presentation materials: ¹ <input type="checkbox"/> Chart paper <input type="checkbox"/> Post-Its 3x5 <input type="checkbox"/> Post-Its 3x3 <input type="checkbox"/> Post-Its 2x2			
		<input type="checkbox"/> Materials boxes for participants (typically contain pencils, pens, high-lighters, markers, etc.)	<input type="checkbox"/> Scissors for participants
PowerPoint: Attach with this form (even if not requesting copies for participants) and use PDS PowerPoint template			
Handouts and Resources ^{2,3}			
Document #1 ³ (PDF file name):	<input type="checkbox"/> Do not print; only for flash drive	<input type="checkbox"/> Print and add to flash drive	<input type="checkbox"/> Only print; not for flash drive
		Print options:	<input type="checkbox"/> 1 per participant OR <input type="checkbox"/> 1 per table
<input type="checkbox"/> Print in greyscale	<input type="checkbox"/> Print in color	<input type="checkbox"/> 1-sided	<input type="checkbox"/> 2-sided
<input type="checkbox"/> White paper	<input type="checkbox"/> Colored⁴ paper:	<input type="checkbox"/> White cardstock	<input type="checkbox"/> Colored⁴ card stock:
<input type="checkbox"/> PowerPoint:		<input type="checkbox"/> 2 slides per page	<input type="checkbox"/> 3 slides per page <input type="checkbox"/> 6 slides per page
Document #2 ³ (PDF file name):	<input type="checkbox"/> Do not print; only for flash drive	<input type="checkbox"/> Print and add to flash drive	<input type="checkbox"/> Only print; not for flash drive
		Print options:	<input type="checkbox"/> 1 per participant OR <input type="checkbox"/> 1 per table
<input type="checkbox"/> Print in greyscale	<input type="checkbox"/> Print in color	<input type="checkbox"/> 1-sided	<input type="checkbox"/> 2-sided
<input type="checkbox"/> White paper	<input type="checkbox"/> Colored⁴ paper:	<input type="checkbox"/> White cardstock	<input type="checkbox"/> Colored⁴ card stock:
<input type="checkbox"/> PowerPoint:		<input type="checkbox"/> 2 slides per page	<input type="checkbox"/> 3 slides per page <input type="checkbox"/> 6 slides per page
Document #3 ³ (PDF file name):	<input type="checkbox"/> Do not print; only for flash drive	<input type="checkbox"/> Print and add to flash drive	<input type="checkbox"/> Only print; not for flash drive
		Print options:	<input type="checkbox"/> 1 per participant OR <input type="checkbox"/> 1 per table
<input type="checkbox"/> Print in greyscale	<input type="checkbox"/> Print in color	<input type="checkbox"/> 1-sided	<input type="checkbox"/> 2-sided
<input type="checkbox"/> White paper	<input type="checkbox"/> Colored⁴ paper:	<input type="checkbox"/> White cardstock	<input type="checkbox"/> Colored⁴ card stock:
<input type="checkbox"/> PowerPoint:		<input type="checkbox"/> 2 slides per page	<input type="checkbox"/> 3 slides per page <input type="checkbox"/> 6 slides per page
Document #4 ³ (PDF file name):	<input type="checkbox"/> Do not print; only for flash drive	<input type="checkbox"/> Print and add to flash drive	<input type="checkbox"/> Only print; not for flash drive
		Print options:	<input type="checkbox"/> 1 per participant OR <input type="checkbox"/> 1 per table
<input type="checkbox"/> Print in greyscale	<input type="checkbox"/> Print in color	<input type="checkbox"/> 1-sided	<input type="checkbox"/> 2-sided
<input type="checkbox"/> White paper	<input type="checkbox"/> Colored⁴ paper:	<input type="checkbox"/> White cardstock	<input type="checkbox"/> Colored⁴ card stock:
<input type="checkbox"/> PowerPoint:		<input type="checkbox"/> 2 slides per page	<input type="checkbox"/> 3 slides per page <input type="checkbox"/> 6 slides per page
Document #5 ³ (PDF file name):	<input type="checkbox"/> Do not print; only for flash drive	<input type="checkbox"/> Print and add to flash drive	<input type="checkbox"/> Only print; not for flash drive
		Print options:	<input type="checkbox"/> 1 per participant OR <input type="checkbox"/> 1 per table
<input type="checkbox"/> Print in greyscale	<input type="checkbox"/> Print in color	<input type="checkbox"/> 1-sided	<input type="checkbox"/> 2-sided
<input type="checkbox"/> White paper	<input type="checkbox"/> Colored⁴ paper:	<input type="checkbox"/> White cardstock	<input type="checkbox"/> Colored⁴ card stock:
<input type="checkbox"/> PowerPoint:		<input type="checkbox"/> 2 slides per page	<input type="checkbox"/> 3 slides per page <input type="checkbox"/> 6 slides per page
Document #6 ³ (PDF file name):	<input type="checkbox"/> Do not print; only for flash drive	<input type="checkbox"/> Print and add to flash drive	<input type="checkbox"/> Only print; not for flash drive
		Print options:	<input type="checkbox"/> 1 per participant OR <input type="checkbox"/> 1 per table
<input type="checkbox"/> Print in greyscale	<input type="checkbox"/> Print in color	<input type="checkbox"/> 1-sided	<input type="checkbox"/> 2-sided
<input type="checkbox"/> White paper	<input type="checkbox"/> Colored⁴ paper:	<input type="checkbox"/> White cardstock	<input type="checkbox"/> Colored⁴ card stock:
<input type="checkbox"/> PowerPoint:		<input type="checkbox"/> 2 slides per page	<input type="checkbox"/> 3 slides per page <input type="checkbox"/> 6 slides per page

¹All materials requests will be fulfilled as resources are available.

²Please submit all documents/resources in PDF format.

³All copy requests will be completed as resources are available.

⁴Please specify color desired.

Please email completed form to karmina@gocabe.org.

