



AUDIO VISUAL ORDER FORM

Each meeting room will be provided with the following equipment ready for your presentation:

- Complimentary wi-fi in each meeting room
- Table top microphone (if appropriate for room size)
- Screen and LCD projector (digital projector)
- Laptop (has sound system to play videos) **NO DVD PLAYER IN THE LAPTOP**

*** If your presentation requires additional equipment, please fill out the form below.

Bring your presentation (PowerPoint presentations preferred; Windows-based application files only) on 2 thumb drives (one as a backup).

Poster Sessions, Roundtables and Peer Groups DO NOT require AV.

SESSION TITLE: _____

First Name: _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Telephone: _____ Email: _____

Payment Method (check one)

Credit Card Check

Credit Card Type (check one)

Visa Master Card American Express

Name on Credit Card: _____

Credit Card Number: _____ Expiration Date: _____

Signature: _____ Security Code: _____

QTY	Additional AV Equipment	Discounted Rate	Regular Rate
		Before December 31, 2018	After December 31, 2018
	Flipchart with markers and easel	\$ 50.00	\$ 100.00
	Microphone: Handheld wireless	\$ 100.00	\$ 200.00
	Microphone: Handheld with cord	\$ 50.00	\$ 100.00
	Microphone: Lavalier (lapel) wireless	\$ 100.00	\$ 200.00
	Microphone: Lavalier (lapel) with cord	\$ 50.00	\$ 100.00
Total payment included		\$	\$

Please sign this form above and mail or fax along with your payment to:

Anna Kuvshinova (575 Market Street, Suite 2100) San Francisco, CA 94105 Fax 415-974-0300

IMPORTANT: All forms must be received by American Society on Aging by **December 31, 2018 to receive discounted rate** (if received later than December 31 regular rate will apply). E-mail AV questions to annak@asaging.org by 4/12/2019 after this date, please inquire on-site.

*****Please note that due to set-up and logistical needs, all orders are considered final and non-refundable.**