NC EAPA RESOURCE REQUEST FORM

Title of Training:
Presenter: **Date of Training:**
Phone: **E-mail:**

AUDIOVISUAL NEEDS

☐ LCD computer projector and screen*   ☐ Flipchart, markers, paper
☐ Access tointernet during presentation   ☐ Speakers for computer
☐ Other: **Please explain

*if you are requesting a projector, we recommend bringing your own laptop, please let us know if you are unable to do so

 **we will determine the need for microphones based on the room and audience size – if there is a special need for one, please inform us

PRINTING NEEDS

In an effort to be environmentally conscious, NC EAPA is seeking to limit the use of paper during our trainings and conferences and prefer that **full** presentations be posted to our chapter website rather than printed and distributed. Initialing the line below gives us permission to post your presentation to our website www.eapa.com

> **My initials to the left give NC EAPA permission to make my**
> **presentation available on the chapter website, and can be removed at**
> **my request.**

Check preference: ☐ **Post prior to presentation** ☐ **Post only after presentation** ☐ **either**

If you would like to have some handouts printed for distribution on the day of your presentation, please provide us with a master copy **at least 30 days** prior to the event
☐ Yes, I would like you to print workshop materials   ☐ No, I do not need materials printed
ADDITIONAL COMMENTS: