



# National Middle School Association

35th Annual Conference & Exhibit  
 October 30 – November 1, 2008  
 Denver, Colorado

## Late Concurrent Session Audio/Visual Order Form

equipment ordered after August 1, 2008 must use this form

Equipment	Quantity	Daily Cost	Total
Visual Display (Cork) Board		No Charge	
Flip Chart/Markers		\$30.00	
Overhead Projector/Screen		\$55.00	
VHS Player/Monitor		\$125.00	
DVD Player/Monitor		\$125.00	
Computer Audio Sound Patch		\$25.00	
Wireless Internet Access		\$50.00	
Laptop PC		\$130.00	
		<b>Total</b>	

Special Setup Instructions

**Presenter Information**

\_\_\_\_\_  
 presenter name

\_\_\_\_\_  
 program book number or control number

\_\_\_\_\_  
 session title

\_\_\_\_\_  
 room

\_\_\_\_\_  
 session date

\_\_\_\_\_  
 session time

\_\_\_\_\_  
 phone number

\_\_\_\_\_  
 email address

**Payment Information**

Check Enclosed (payable to NMSA)

Credit Card:

Visa       MasterCard

American Express       Discover

\_\_\_\_\_  
 card holder's name – PLEASE PRINT

\_\_\_\_\_  
 credit card number

\_\_\_\_\_  
 exp. date (mm/yy)      CSV code

\_\_\_\_\_  
 signature

Complete and return to:  
 NMSA Conference AV  
 4151 Executive Parkway, Suite 300  
 Westerville, OH 43081

Or fax to: (614) 895-4750

## Late AV Order Form

This form is where you order Audio/Visual equipment after August 1, 2008 for use in your session. NMSA subsidizes the cost of A/V items and makes the following items available for you to order:

NOTE: **LCD Projector** — Thanks to our AV contractor this year, an LCD projector and screen will be available in all meeting rooms at no cost. This opportunity may not be possible in future years, but we are pleased to be able to offer this technology solution to all presenters this year.

- **Visual Display (Cork) Board** — This is a large cork board for you to use to pin up display items. Presenters are **NOT** permitted to tape or pin anything on the walls of meeting room. For this reason, we offer you this display board, *but it must be ordered to ensure one will be in your meeting room.*
- **Flip Chart/Markers** — Flip chart paper on an easel (with markers) is available for a nominal rental cost. This is not self-adhesive paper. If you want to order this item and also want to post this information in the room, you should also order a visual display board.
- **Overhead Projector/Screen** — This is the overhead projector schools have been using for years that require the creation of transparencies to use.
- **VHS Player/Monitor** — A VHS player and a TV screen is available for rent for your session. If the session is too large for a standard television screen, the VHS player will be connected to a projector at no extra cost.
- **DVD Player/Monitor** — A DVD player and a TV screen is available for rent for your session. If the session is too large for a standard television screen, the DVD player will be connected to a projector at no extra cost.
- **Computer Audio Sound Patch** — If you plan to use audio as part of a computer presentation, you should order a computer audio sound patch. This provides a jack that plugs into your computer's headphone connection and projects your computer sound through the house speakers. This can also be used for projecting sound from iPods and other portable audio players.
- **Wireless Internet Access** — If you require a connection to the internet for your presentation, you can order a wireless internet connection. We will provide you with an access code that will be valid from 30 minutes before your session until the end of your session.
- **Laptop PC** — We always recommend that presenters use their own computers for presentations; however, traveling with electronic equipment is not always possible. For this reason, you can order a laptop computer for your presentation. This is a Windows-based laptop with basic software, such as PowerPoint. Mac computers are not available.