

Author Event Technical Requirements

Event Details

Date & Time

Event Location / Venue

Contact Person

Contact Phone

Contact Email

Technical Requirements

Requirement	Provided By Venue	Provided By Author	Notes
Microphone (wired/wireless)			
Projector/Screen			
Laptop/Device			
Internet Access/WiFi			
Table/Podium			
Lighting			
Other			

Audio/Visual Needs

Audio/Visual Description

Accessibility Requirements

Please specify any accessibility considerations

Additional Notes

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