



PRESENTATION REQUEST FORM

Presentation requests must be submitted with 30-days advanced notice

Requestor Information			
ORGANIZATION NAME			
CONTACT NAME		CONTACT TELEPHONE NUMBER	
CONTACT EMAIL ADDRESS			
PRESENTATION LOCATION		CITY	STATE
			ZIP CODE
PRESENTATION DATE		PRESENTATION TIME	
PRESENTATION TYPE	<input type="checkbox"/> LAWS AND REGULATIONS	<input type="checkbox"/> PRENEED	<input type="checkbox"/> OTHER:
WILL TRAVEL EXPENSES (MILEAGE/LODGING) BE REIMBURSED TO THE PRESENTER? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Equipment Available to Presenter on Site – This information is being requested for planning purposes

REQUIRED EQUIPMENT:

<input type="checkbox"/> Projector and Cable Connection to Computer	<input type="checkbox"/> Screen
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ADDITIONAL EQUIPMENT:

<input type="checkbox"/> Computer	<input type="checkbox"/> Internet Access	<input type="checkbox"/> PowerPoint Remote
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Note: In-person presentations are generally limited to daytime and within 2-hours from Richmond, Virginia. We will consider evening or distant presentations if the technology at the site allows for video conferencing. You must provide us with contact information for an on-site technology person who can verify the availability of appropriate technology that is also compatible with our technology. Virginia's Community Colleges are compatible.