

**2024 MSBO Annual Conference
Session AV/Consent Form**

Please provide as much detailed information as possible so we can provide a great experience.

Session Information:

Clinic: _____

Presenter: _____

Title: _____

Company/School: _____

Phone: _____ Cell: _____

E-mail: _____

Please verify your contact information and complete any blanks.

Attendance Information:

_____ I will only come for my presentation and will not need a lunch ticket or attend other sessions the day of my presentation.

_____ I will need a lunch ticket and plan to attend other sessions the day of my presentation.

Dietary needs: _____

AV Information:

MSBO will provide the following equipment in each meeting room:

- Screen
- Laptop
- Projector
- Remote to change slides with laser pointer.
- Table or AV cart with power
- Microphone if appropriate for the size of the meeting room. If you have a microphone preference, please indicate: _____
- Wi-Fi dedicated for presenters and guests.

_____ I plan to use my own laptop/device to present and will bring the necessary connectors.

I need the following additional audio/visual needs for my presentation:

Presentation Information:

Please let us know your presentation details to best provide AV support onsite.

_____ I will have a PowerPoint presentation.

_____ I will use another presentation program, please specify, _____,

_____ I plan to have video in my presentation and will need speakers for sound.

Identify your permission level of consent for participants to download materials:

_____ I give MSBO my consent to electronically post my handout materials on the password protected MSBO conference website **before, during, and two weeks after the Conference.**

_____ I give MSBO my consent to electronically post my handout materials on the password protected MSBO conference website for **two weeks after the Conference but not before my presentation. I will bring copies of my materials to my session. The number of handouts will be provided in your final presentation information about two weeks prior to the Conference.**

_____ I do not give MSBO my consent for posting my handout materials and **I will bring copies of my materials to my session. The number of handouts will be provided in your final presentation information about two weeks prior to the Conference.**

Signature

Please email this completed form to dhansen@msbo.org.