

DO NOT USE THIS FORM IF YOU COMPLETED THE A-V

REQUEST DURING PAPER SUBMISSION

HICSS-43 REQUEST FOR AUDIO/VISUAL EQUIPMENT

Each room will be equipped with one screen and one data projector/beamer. We do not provide laptops.

PLEASE FAX THIS FORM TO 808-956-5759 BY NOVEMBER 1 or send by email hicss@hawaii.edu

- ▶ Please complete all information. Submit a separate request for each presentation or session.
- ▶ Facilities for making transparencies will be available at the hotel's business center at a special HICSS discounted rate.
- ▶ Presenter must bring own laptop for overhead (and/or carousel for slide projector).

▶ I / we need the following equipment for my / our presentation:

- | | |
|--|--|
| <input type="checkbox"/> Overhead projector | <input type="checkbox"/> 2nd Screen |
| <input type="checkbox"/> Kodak 35mm carousel slide projector | <input type="checkbox"/> VHS (1/2") videocassette player |
| <input type="checkbox"/> Flip chart with pens | <input type="checkbox"/> Cassette recorder/player |
| <input type="checkbox"/> Other - <u>Please be very specific</u> , as special requests cannot be guaranteed. Equipment requested late may not be available. After November 15 you may contact the HICSS Office hicss@hawaii.edu for confirmation. | |

Name(s) of Presenter(s): 1. _____

2. _____

3. _____

Contact Telephone _____ - _____ - _____ *** Email*** _____@_____ dot _____

Check applicable role(s): (Submit a separate request for each session):

Symposium/Workshop/Tutorial Title: _____

Author / Title of Paper: _____

Name of Minitrack: _____

MinitrackChair / Name of Minitrack: _____

Track:

Collaboration Systems & Technology Decision Technologies and Service Sciences

Digital Media: Content and Management Electric Power Systems Electronic Government

Information Technology in Health Care Internet & the Digital Economy

Knowledge Management Systems Organizational Systems & Technology Software Technology