**HICSS-47 REQUEST FOR AUDIO-VISUAL EQUIPMENT**

**PLEASE FAX THIS FORM TO 808-956-5759**

**OR EMAIL hicss@hawaii.edu**

**BY NOV 15.**

- Wireless Internet is available.
- We do not provide laptops.
- Each room will have (1) screen and (1) data projector/beamer.

**DO NOT SUBMIT THIS FORM IF THIS IS ALL YOU NEED.**

**Presenter is responsible for bringing own computer and/or own carousel for slide presentation.**

**Authors: Please make a separate request for each presentation/session. Or Minitrack Chairs may make a single request for their entire Minitrack.**

<table>
<thead>
<tr>
<th>NAME:</th>
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<tr>
<td>Contact information for above named person:</td>
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<tr>
<td>Telephone: ___________________________</td>
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<td>E-mail (required): __________________________</td>
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- **Author** – Title of Paper (first few words) ____________________________

- **Track:**
  - Collaboration Systems
  - Decision Analytics
  - Digital and Social Media
  - Electric Energy Systems
  - Electronic Government
  - Healthcare
  - Internet
  - Organizational Systems
  - Software Technology

- **Minitrack:** ____________________________

- **MINITRACK CHAIR:** ____________________________

- **OR**

- **TUTORIAL/WORKSHOP LEADER:** ____________________________

- **SELECT:**
  - 2nd Data Projector/Beamer
  - 2nd Screen
  - Flip Chart/markers
  - Small audio/speaker system
  - Mac projector adaptor/dongle
  - DVD Player
  - Other: ____________________________

Be very specific (e.g. specify type of Mac adaptor or dongle). Special requests cannot be guaranteed. To discuss, please contact hicss@hawaii.edu or Jennifer@savvycoordination.com