



Geo-Trans 2004
July 27 – 31, 2004
Hilton Los Angeles/Universal City
Los Angeles, CA

Audio Visual Availability:

The following equipment will be available in each room and is provided at no charge:

1 LCD Projector

1 Screen

1 Microphone (if room size requires)

*** Note: If you are making a computer generated presentation, you MUST bring your laptop with you to the conference. If you do not have a laptop computer, please discuss alternatives with your Session Moderator.**

If you require additional equipment, you may also choose one (1) item from the following list at no additional charge. In order to avoid charges for this equipment, these requests must be received by the conferences' department by July 16, 2004.

Laser Pointer

Overhead Projector

35mm Carousel Slide Projector

I **will** require additional audio-visual equipment, which is not listed above.

I **will not** require additional audio-visual equipment.

Please indicate additional requests in the space below, and we will make every effort to accommodate your needs. **Requests for additional audio-visual equipment not listed above will be reserved at the speaker's expense.** Please provide a daytime telephone number and/or e-mail address so that we may reach you to confirm additional charges.

Type of A/V Requested: _____

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Speaker's Name: _____ Telephone Number: _____

E-Mail Address: _____ Session Date & Time: _____

Session Title: _____

Paper Title: _____

Speaker's Signature: _____ Date: _____

(required)

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Please Mail or FAX this form by July 16, 2004 to:

ASCE World Headquarters, Conferences & Conventions, Attention: Leonore Jordan, 1801 Alexander Bell Drive, Reston, VA 20191 **Fax: 703-295-6144.** **Please submit a separate form for each paper you are presenting and be sure to complete the entire form.**