

**Ports 2004**  
May 23 – 26, 2004  
Westin Galleria Hotel  
Houston, TX

**Audio Visual Availability:**

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

**1 LCD Projector/Screen    1 Laser Pointer    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, please select the item(s) from the following list. Please note that these additional items will be at your own expense. Requests for these items must be received by the conferences department by April 21, 2004. Please note that if we do not receive requests for additional audio visual equipment on or before the date listed we can not guarantee the availability of this additional equipment once we are onsite.

- 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. 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: \_\_\_\_\_

◆                      ◆                      ◆                      ◆                      ◆                      ◆                      ◆

Speaker's Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Session Date & Time: \_\_\_\_\_

Session Title: \_\_\_\_\_

Paper Title: \_\_\_\_\_

◆                      ◆                      ◆                      ◆                      ◆                      ◆                      ◆

(SUBMIT)  
submit should go to [Conferences@asce.org](mailto:Conferences@asce.org)