



Speaker Commitment & A/V Form

PLEASE TYPE OR PRINT CLEARLY

Your Company Name

This form must be completed (this includes A/V needs) and returned w/in **5 days** after confirmation of speaker

Show Contact Name: _____ Phone: _____ Email: _____

Speaker Name/Credentials: _____

Speaker Bio: _____

Title of Topic: _____

Brief Description of Topic: _____

- .jpeg of the sponsoring company logo (show program)
- High resolution sponsoring company logo for signage
- .jpeg picture of your speaker (show program)
- High resolution picture of your speaker for signage

Please Note:

The Audio/Visual Fee is \$400.00. The fee is based on the A/V package price negotiated and contracted by the association and is split equally between all speaker sessions. The Speaker Fee will be added to your company invoice and an updated invoice will be sent to the show contact via email.

If you elect to sponsor a Speaker/Meal Function, your A/V Split will be added to your BEO and billed through the Hilton. In order to better serve the individual needs of each company and speaker, your company Event Coordinator will work directly with the Hilton Catering Manager to plan the meal selections for your menu. Staff will notify the Event Coordinator when the menus are available.

A/V Needs: Please indicate the A/V needs of your speaker

- | | | |
|------------------------------|----------------------|---|
| _____ HH Wireless Microphone | _____ CD Player | _____ Audio Mixer, 4 Ch. |
| _____ LAV | _____ Power Strip | _____ Audio Direct Box |
| _____ Floor Microphone Stand | _____ Extension Cord | _____ LCD Projector (includes projection stand, tripod screen, cabling and extension cords) |
| _____ Laser Pointer | _____ VGA Cable | |
| _____ Podium | _____ Tripod Screen | |

Additional Charge: *It is recommended that you bring your own laptop with your presentation pre-loaded and tested.
 **MAC please bring your own pigtail

- _____ (\$500.00) Laptop(includes computer with Microcoft Professional software, tripod screen, cabling and extension cords
- _____ (\$50.00) Wireless Mouse