

OBA CLE AV REQUEST FORM

**** Please email completed form to MelodyC@okbar.org ****

PLEASE NOTE: If you are using a Power Point presentation, which contains videos or stand alone videos, the presentation and all associated videos (even videos embedded in the Power Point) it must be sent independently to Melody Claridge no later than one week prior to the seminar. If you do not have video, the Power Point is due on the Monday prior to the presentation.

If your seminar is being held in Emerson Hall at the Oklahoma Bar Center in Oklahoma City, there will be a standard AV set-up available (see below for description). If you prefer to have a different set-up, please complete and return this form.

SEMINAR TITLE: _____

SEMINAR DATE: _____

YOUR NAME: _____

Please remember to secure written permission for all copyrighted materials.

STANDARD AV ROOM SET-UP:

Podium w/Microphone

Laptop

8 Large TV Screens *(For viewing video and Power Point presentations)*

Audio

I will not need any additional equipment. I will use the standard room set-up.

ADDITIONAL AV, IF NEEDED:

Wireless Lapel Microphone (Max 2) _____

Hand-held Microphone (Max 3) _____

Easel with Flip Chart and Markers

Other (describe below)

Please elaborate if you chose other: