



FINDING COMMON GROUND®

Deep Foundations Institute
326 Lafayette Avenue
Hawthorne, NJ 07506 USA
T: (973) 423-4030 F: (973) 423-4031
staff@dfi.org | www.dfi.org

Presenter Audio/Video Requirement Form

All PowerPoint presentations will be pre-loaded onto a single laptop computer, provided by DFI. This makes presenter transitions efficient. We also provide an LCD projector to show your presentation on a screen. A wireless Lavalier and podium microphone are available, as well as a laser pointer.

Please e-mail your presentation to speakers@dfi.org to be reviewed and tested in advance. If the file is too large to attach to an email, please use an FTP server, *Dropbox* or other free large file sharing service.

Please indicate below if you have any special A/V requirements:

My presentation will include a video so a separate video file will be sent.

I will need sound for my presentation.

More than one person will be presenting so an extra microphone is needed.

Other _____

Event: _____

Speaker Name: _____

Session #/Speaking Time: _____

Notes: (please use this space to indicate any other special audio-visual needs)
