



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 upload your presentation to the DFI ShareFile using the link provided by the Events Team to be reviewed and tested in advance.

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)
