

# Speaker Audiovisual Request Form

**Deadline for Submission: January 15, 2003**

20<sup>th</sup> Symposium for Computer Applications in Radiology  
Boston, Massachusetts  
June 7-10, 2003

Standard setup of podium, with podium light and microphone, a lavalier microphone, laser pointer, laptop computer with MS office standard, LCD projector and screen.

Presenters need to plan on using a PC PowerPoint (or similar) presentation. There will not be a Mac option, or an option for conventional slides at SCAR 2002. Speakers are requested to bring a final presentation on disk or CD-ROM to the Speaker Ready Room 24 hours prior to presentations labeled with your name, title of presentation, and the name, date & time of session. If you are unable to provide your final presentation onsite 24 hours before your presentation, please mail a CD or disk to the SCAR office to be received no later than May 30, 2003.

The Speaker Ready Room (Kent Room, Sheraton Boston Hotel) will be available to view and test your presentation on the computers provided. These computers will be configured identically to the presentation computers in the meeting rooms. Speakers will not be allowed to provide their own computers for the sessions. The A-V technician in the speaker ready room will burn your presentation onto a CD that will include all the presentations to be held in the meeting room on that day.

I will need the following additional equipment (please list all requirements including Internet and network connectivity):

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I do not need additional equipment.

Presenter Name: \_\_\_\_\_

Title of Presentation: \_\_\_\_\_

Presentation Format:  Paper  
 Poster  
 Demonstration  
 SCAR U Lecture  
 Lunch Session  
 Special Session (Keynote, Closing, etc.)

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Return to the SCAR Office:  
10105 Cottesmore Court  
Great Falls, VA 22066  
Fax: 703-757-0454  
Phone: 703-757-0054  
Email: SCAR2003@scarnet.org

\*Please fill out a separate form for each presentation.