



LIFE SCIENCES TRAINERS & EDUCATORS NETWORK

LTEN Annual Conference Room Setup and AV

All rooms will be set-up in rounds (round tables with 8 chairs facing toward front of room). Panel discussions will have a head table to accommodate the panelists.

LTEN provides the following A/V package for each workshop:

- One table for handouts
- One flipchart with markers
- One screen, one LCD projector and stand in package
- One lavalier wireless microphone

If your workshop requires additional AV resources, please contact our AV partner listed below by May 27th to guarantee availability. Equipment requests other than the package provided will be billed at the workshop presenter's expense. Credit card information or hotel room number must be provided for this charge.

Cost of additional AV items:

- Additional flipcharts are \$60 (Package includes pad and markers)
- LCD projector is \$490 (3700 Lumen LCD Projector)
- Additional wireless mic is \$147
- All equipment subject to labor/24%hotel service charge/Tax

To Request Additional Audio Visual Items Contact:

Audio Visual Contact: Wesley Marecle

Email: wmarecle@PSAV.COM **Phone:** 662-321-1504

To Request Internet or WiFi Contact:

Hotel Internet Contact: Trey Miller

Email: Trey.Miller@gaylordhotels.com **Phone:** 615-458-0110

Please include all of your workshop information below to ensure the items requested are set up in the correct room at the right time.

Workshop Date: _____

Workshop Time: _____

Workshop Room: _____

Workshop Title: _____

Workshop Contact Name: _____

Workshop Contact Phone: _____

Workshop Contact Email: _____