

ANS® Annual Meeting

DIVISION AND COMMITTEE REQUEST FORM

Moving forward, all division and committee requests will be handled in response to information provided in the form below. Please note, no meetings are to be scheduled during the President's Reception, Sunday June 11, 6-8 pm or during any of the technical session times. The deadline for providing this information for Annual 2023 Meeting is May 4, 2023.

Requested by: _____

Phone/Email: _____

Live, Hybrid or Virtual: _____

Name of meeting: _____

Day/Date: _____

Time (Eastern Time Zone) Start: _____ End: _____

IF VIRTUAL or HYBRID:

Teleconference info
(Zoom, Teams or other link): _____

IF LIVE: Please note Food/Beverage, and AV are an additional cost and estimates will be provided upon request.

Desired room set up: _____

Estimated number of people: _____

Food/Beverage? _____

Please select an AV package from the next page. All forms must be returned to **Eileen Cullen** at ecullen@ans.org. Call 708-341-6894 for more information.



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AV PACKAGES

Your division will cover the cost of the AV package. Select one or more options from the list below.

PACKAGE NAME	EQUIPMENT	PRICE
<input type="checkbox"/> SCREEN ONLY	Tripod Screen with Skirt. 6', 7', Or 8'	\$100
<input type="checkbox"/> PROJECTOR ONLY	Lcd Projector, 1080 Hd, 3500 Lumen	\$350
<input type="checkbox"/> PC LAPTOP	Standard Windows PC Laptop	\$150
<input type="checkbox"/> MAC LAPTOP	Macbook Pro Laptop	\$250
<input type="checkbox"/> AUDIO PKG	Mixer, 2 Wired Mics, Powered Speaker and Stand	\$200
<input type="checkbox"/> WIRELESS MIC	Wireless Hand Held Mic	\$100
<input type="checkbox"/> WIRELESS LAVALIER	Wireless Lavalier Mic	\$100
<input type="checkbox"/> PROJECTION PKG	LCD Projector, Screen, Clicker, HDMI, Power Strip, AC, DONGLE (Hub to plug in multiple devices)	\$500
<input type="checkbox"/> LCD MONITOR	50"-70" Monitor Plus Stand (Size based on size of Room)	\$500
<input type="checkbox"/> WEBCAM	Logitech Motorized Camera with Speaker and Mic - USB	\$150
<input type="checkbox"/> AV TECHNICIAN	An AV technician in room with you during your session	\$75 an Hour
<input type="checkbox"/> POWER STRIP	Select number of strips needed: <input type="radio"/> ONE <input type="radio"/> TWO <input type="radio"/> THREE	Included in any package above