



BGCI's 9th International Congress on Education in Botanic Gardens St. Louis, Missouri, USA • April 26 to May 1, 2015

PRESENTER RESOURCE REQUEST FORM

Please upload your completed form to the Garden's secure FTP site within the **presentation folder** by Friday, April 10, 2015. We will do our best to accommodate your presentation needs.

Name: _____

Email: _____

Session Title:

I'm presenting (*check as appropriate*):

- Panel
 Workshop
 Round Table
 World Café
 Technology Showcase
 Poster

Does your workshop have a capacity we need to consider? _____ **Maximum**

Session venues will be equipped with a laptop (all PC based) and a data projector for PowerPoint presentations. Please indicate (x) other resources you require below.

TECHNOLOGY

- iPad
- Laser Pointer
- Audio (my presentation has sound)
- Microphone QTY: _____
- OTHER (please list)

RESOURCES

- Easel QTY: _____
- Flip Chart with Paper
- Dry Erase Board & Markers
- Chalkboard & Chalk
- Pens
- Pencils
- Post-it Notes
- OTHER, please list (i.e. plant material)
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- I'm planning to bring my own laptop.
 It is a PC.
 It is a Mac.

POSTER PRESENTERS & TECHNOLOGY SHOWCASE PRESENTERS

- I plan to bring my printed poster with me.
- I plan to have the Garden print my poster for me. *\$10 before April 20; \$15 after and during Congress.*
 - I will send my poster electronically.
 - I will bring my poster with me on a USB drive or disk.

HEALTH AND SAFETY INFORMATION

Are there any risks that delegates need to be aware of during your session? Please advise us below and ensure you inform delegates at the beginning of your session.

For Office Use Only

Session Day:

Session Time:

Session Location:

Notes: