

The standard A-V package for all session rooms consists of an LCD projector, screen, and a podium and lapel microphone. Any additional A-V equipment must be rented by the speaker directly through APPT's designated A-V provider. The speaker is responsible for the cost of renting any additional A-V equipment. Please see the attached form.

Laptops: Laptops **will not** be provided in the session rooms. If you are not able to bring your own laptop, please check with the session organizer to make other arrangements. It is important to arrive to the session room at least 10 minutes in advance to either load your presentation onto another presenter's computer or hookup your own.

To make the process run smoothly, it would be helpful to know ahead of time if you are planning to give a PowerPoint presentation and if you will be using a PC or a MAC.

Please e-mail the following information to meetings@aapt.org

Session Information

1. Speaker Name:
2. Session Title:
3. Session Date:
4. Session Time:

Technical / Laptop Information

1. Type of Computer (PC or Mac):
2. Operating System (Windows, OS X, etc):
3. Format of Presentation (PowerPoint, Word, PDF, Web, etc):
4. Video ports available ([please list all available](#))* :

* For examples of what each video port looks like, please see the references below:

<p>VGA</p>  A close-up photograph of a standard VGA connector. It features a blue plastic insert with 15 gold-plated pins arranged in three rows of five. The connector is housed in a silver metal shell with two mounting screws on either side. The letters "IOI" are printed in white above the connector.	<p>DVI</p>  A photograph of a DVI connector, likely a DVI-I type, showing a grid of 24 pins. It has a silver metal housing with two mounting screws on the sides. The connector is mounted on a light-colored surface.
<p>Mini-DisplayPort</p>  A close-up photograph of a Mini-DisplayPort connector on a silver laptop. The connector is a small, black, rectangular port with a silver metal insert. It is located between a USB port and a FireWire port.	<p>Mini-DVI</p>  A photograph of a Mini-DVI connector on a silver laptop. A white Mini-DVI cable is plugged into the port. The port is located between a USB port and two audio jacks.
<p>Micro-DVI (January – October 2008 Macbook Airs, some ASUS and other computers)</p>  A close-up photograph of a Micro-DVI connector on a silver laptop. The connector is a small, black, rectangular port with a silver metal insert. It is located between a USB port and a FireWire port.	<p>HDMI</p>  A photograph of an HDMI connector. It is a black plastic port with a silver metal insert. The word "HDMI" is printed in white on a black rectangular label below the connector.