

**25th ANNUAL CONFERENCE ON DISTANCE TEACHING & LEARNING
AUGUST 4-7, 2009 MADISON, WISCONSIN**

WORKSHOP FACILITY AND AUDIOVISUAL REQUESTS

Please fax this form to Kimary Peterson by **May 15** (608-265-7848).

LEAD PRESENTER _____ E-MAIL _____

WORKSHOP TITLE _____

1. Workshops will be set up classroom style (narrow desk-type tables & chairs). If your workshop requires a different set-up (e.g.: round tables with half-circle of chairs for group activities), describe:

2. Workshop rooms at Monona Terrace will include:

- LCD projector and screen for computer display
- Whiteboard and markers
- Lavalier microphone for each presenter
- One Internet connection

REMINDER: Presenters must provide their own computers

Please indicate (x) below if other audiovisual resources will be needed for your workshop.

Essential to Workshop	Useful for Workshop	
		Flip chart (s) & markers (# of charts _____)
		VHS player
		Other: _____ _____

If you have any questions, please contact Kimary Peterson, Conference Manager, at kimary@education.wisc.edu or 608-265-4159.