

NCETC 2008

Call for
Proposals



*Unlocking the Power of Technology
in 21st Century Schools*

*December 1 - December 4
Koury Convention Center
Greensboro, NC*

NCETC 2008 CALL FOR PROPOSALS

AN INVITATION TO PRESENT



The **North Carolina Educational Technology Conference** will host its twenty-first event, December 1 through December 4, in Greensboro, North Carolina at the Koury Convention Center. The Program Planning Committee for **NCETC 2008** will consider proposals for pre-conference workshops to be held on Monday, December 1 and Tuesday, December 2 and/or proposals for one-hour concurrent sessions to be held on Wednesday, December 3 and Thursday, December 4, 2008. **NCETC 2008** welcomes proposals from educators representing all levels of education and all content areas as well as proposals from technology consultants and industry experts.

WHAT IS NCETC?



A nonprofit corporation, the **North Carolina Educational Technology Conference** provides leadership and service to improve teaching and learning through the effective use of technology in grades PreK -12 and in teacher education programs. **NCETC** exists for the sole purpose of planning and sponsoring this annual event. The first conference was held in 1988 in Greensboro to provide a venue for educators interested in the integration of technology into education. Its success and the response of educators and vendors further validated the need for this annual event. **NCETC** has become more than a North Carolina technology conference, drawing presenters, exhibitors and attendees from other states and even other countries. Attendance this year is anticipated to exceed 2000 participants.

OUR PURPOSE



The **North Carolina Educational Technology Conference** provides a broad and rich forum for networking among individuals interested in educational technology. **NCETC 2008** promises to bring together the best that educational technology has to offer with sessions that highlight and explore

- promising practices for teaching, leadership and school transformation
- essential questions about technology and accountability and
- the ethics and equity issues involved in all of these topics.

NCETC 2008 is especially interested in proposals that focus on the future of education. Where will we be in 2010 or 2020 and how do we envision a better future for 21st Century Learners? How can we help our students and teachers **Unlock the Power of Technology** using iTechnologies, eTraining, Communication and Global Collaboration along with the very best educational practices? Come join us for an exciting and educational **NCETC 2008!**

HOTEL ACCOMMODATIONS



A block of rooms has been reserved at the **Sheraton Greensboro Hotel at Four Seasons** at a special conference rate of **\$115 per night**, for a single, double or triple room. **Make a reservation by calling 800.242.6556 and mention NCETC 2008.** Accommodations must be guaranteed by credit card or a check in the amount of one night's lodging mailed to: Hotel Reservations, Sheraton Greensboro Hotel at Four Seasons, 3121 High Point Rd. @ I-40, Greensboro, NC 27407.

MEALS



Conference participants may choose to purchase a ticket for a **box lunch for Wednesday** as well as a ticket for the **Thursday Awards Luncheon & Keynote Address**. There are also convenient restaurants and cafes within the hotel and convention center. **Four Seasons Mall** is just across the way with several restaurants as well as a convenient food court. **Outback Restaurant, Bonfish Grill and Carrabba's Italian Grill** are some of the popular eateries within easy walking distance of the convention center and hotel. For other dining options consult the *Dining Guide for Greensboro* available in the hotel lobby.

NCETC 2008 CALL FOR PROPOSALS

GENERAL INFORMATION ABOUT PRESENTATIONS



The NCETC 2008 program includes two categories of presentation:

Pre-Conference Workshops are half-day or full-day hands-on instructional classes or hands-off seminars offered on Monday and Tuesday, December 1-2, prior to the two-day General Conference. Participants have the opportunity to select from more than 30 workshops/seminars with registration and payment being the only way to reserve a seat.

Concurrent Sessions are 1 hour or 1.5 hour presentations that comprise the two-day Wednesday and Thursday General Conference program, December 3-4. The more than 200 concurrent sessions will include project presentations, panel discussions, student showcases and demonstrations of classroom activities conducted by teachers, administrators, technology consultants, media specialists, and industry experts. It is recommended that exhibitors who present do so along with educators who are using their product or service.

SPECIFIC INFORMATION ABOUT WORKSHOPS



NCETC 2008 solicits workshop proposals from participating exhibitors, well-known technology consultants, and educators whose proposals support the themes and focus of the conference program. Priority for workshop presentations will be given to workshop presenters from past conferences who received excellent evaluations from participants and to educators highly recommended by their district technology coordinators and administrative staff. There is sound rationale for this high degree of discretion. We can only provide a limited number of workshops given the enormous cost of leased space and equipment rental and our ultimate goal is to have every workshop participant leave their workshop feeling that their time and money has been wisely spent.

PRE-CONFERENCE WORKSHOPS FORMAT & HANDOUTS



We are seeking workshops that will not only help the novice but will expand the skills of even the most experienced technologist. Three-hour pre-conference workshops will be either hands-on, activity-based (partial hands-on), or demonstration/lecture. Six-hour workshops must be activity-based (partial hands-on) or hands-on. Hands-on workshops will have limited enrollments. Workshop presenters are required to provide handouts to all participants. See page 6 for more specific details about what the handout should include.

REGISTRATION COST FOR WORKSHOP PRESENTERS



A workshop may be conducted by any number of presenters but only the two presenters listed on the Workshop Proposal Form will receive the "workshop presenter discount" of \$75. When more than two presenters are involved in a workshop, complete contact information for the additional presenters is required for publication and communication purposes. **Upon notification of acceptance, all presenters must submit registration forms for the conference along with payment.** Online registration will be available for presenters registering with a valid purchase order number or a credit card. Equipment setup will be the responsibility of NCETC but presenters should allot time the evening before the scheduled workshop to load the required software. The NCETC staff will be available to assist with loading software and making any needed adjustments to the setup of the lab.

DEADLINE FOR WORKSHOP PROPOSALS



The deadline for Pre-Conference Workshop Proposals has been set for Saturday, September 6, 2008. The workshop offerings and descriptions will be advertised in the **Registration Information** that will be posted on-line and mailed by September 30. The NCETC Program Planning Committee will give notification of acceptance and will finalize the schedule for workshops before the information is advertised. **Mail proposals to NCETC 2008, PO Box 41165, Greensboro NC 27404-1165.**

NCETC 2008 CALL FOR PROPOSALS

SPECIFIC INFORMATION ABOUT CONCURRENT SESSIONS



NCETC 2008 solicits concurrent session proposals from participating exhibitors, well-known technology consultants, and educators whose proposals support the themes and focus of the conference program. A special invitation is given to session presenters from past conferences who received excellent evaluations from participants and to educators who are highly recommended by their district technology coordinators and administrative staff. Presentations should be organized around one of the Themes and Strands listed in the **Guidelines for Proposals** on page 6. The **NCETC 2008** Program Planning Committee will review all session proposals and final selection will be based on the following criteria:

- Interest to conference attendees
- Content of presentation/relevance to conference themes
- Topic areas/intended audience
- Quality of proposal description and
- Qualification and expertise of presenter(s).

Concurrent sessions will be 1 hour or 1.5 hours in length and of the following types: (1) project presentation, (2) classroom activity, (3) student showcase, or (4) panel discussion. Proposals may involve a single presenter or a team of presenters. Project presentations and classroom demonstrations should focus on the significant and practical instructional aspects of the activity or project and not just be an historical accounting of the project. A student showcase would involve an educator with a group of students demonstrating how technology is used effectively in their school or classroom. Panel discussions should involve three or more professionals, be focused on a specific issue or topic, and present more than one perspective. **Presenters of Concurrent Sessions must provide their own presentation computer and software.** Standard AV items will be provided by **NCETC** (see details on the Proposal Form).

REGISTRATION COST FOR SESSION PRESENTERS



A concurrent session may be presented by more than two people but only the two presenters listed on the Concurrent Session Proposal Form will receive the “session presenter discount” of \$50. When more than two presenters are involved in a session presentation, complete contact information for the additional presenters is required for publication and communication purposes. **Upon notification of acceptance, all presenters must submit registration forms for the conference along with payment.** Online registration will be available for those registering with a valid purchase order number or a credit card.

HANDOUTS FOR SESSIONS



Session presenters are required to provide handouts to participants. Hardcopies may be provided onsite at the time of presentation (notification of acceptance will indicate the # of copies needed) or a one-page flier may be distributed to attendees explaining how to download a copy of the handout from a designated web site. **A PDF copy of the handout must be emailed to NCETC by November 15** so that we can post it on our web site (www.ncetc.org) for easy retrieval by participants.

DEADLINE FOR SESSION PROPOSALS



The deadline for receiving Concurrent Session Proposals is Saturday, September 27. Notification of acceptance will be emailed by October 30 to the two presenters listed on the Proposal Form. Complete information on the form will expedite notification. The schedule for sessions will be posted on-line in mid November for the convenience of registered attendees. **Mail proposals to NCETC 2008, PO Box 41165, Greensboro NC 27404-1165.**

NCETC 2008 CALL FOR PROPOSALS

**TUESDAY EVENING
EXHIBITS GRAND OPENING,
TREK & RECEPTION
GUILFORD BALLROOM**



The **EXHIBITS GRAND OPENING, TREK & RECEPTION** will open the conference on Tuesday, December 2, 5:00-8:00 PM. Visit the Exhibits Hall and have dedicated time with our **NCETC 2008 Corporate Sponsors** and other **Exhibitors** as you participate in the **TREK** to win a laptop computer. A **TREK PASS** listing all **2008 Corporate Sponsors** will be included in each participant's registration materials. Corporate sponsors will be issued a special punch to score the passes of educators who visit and listen to product presentations at their booths over the course of the conference. On Thursday morning completed passes will be entered into a prize drawing for a laptop computer to be given away at the **Thursday Awards & Keynote Luncheon**. Only registered conference participants who are present will be eligible to win!

**WEDNESDAY OPENING
KEYNOTE ADDRESS &
GAME NIGHT GALA
IMPERIAL BALLROOM**



The **OPENING SESSION & KEYNOTE ADDRESS** will begin at 9:00 AM on Wednesday, December 3. More information about the keynote address will be available in the **NCETC 2008 Registration Information** and on our web site www.ncetc.org. Join us Wednesday Evening for the **GAME NIGHT GALA** beginning at 7:00 PM. Team trivia games, carnival games, music & dancing (shag and line) and caricature artists are only part of the fun! Our DJ will provide great music & we hope to showcase some talented educators. Drawings will be held for some great technology prizes. Light snacks and a cash bar will also be available. Come join the fun!

**THURSDAY
AWARDS LUNCHEON AND
KEYNOTE ADDRESS
IMPERIAL BALLROOM**



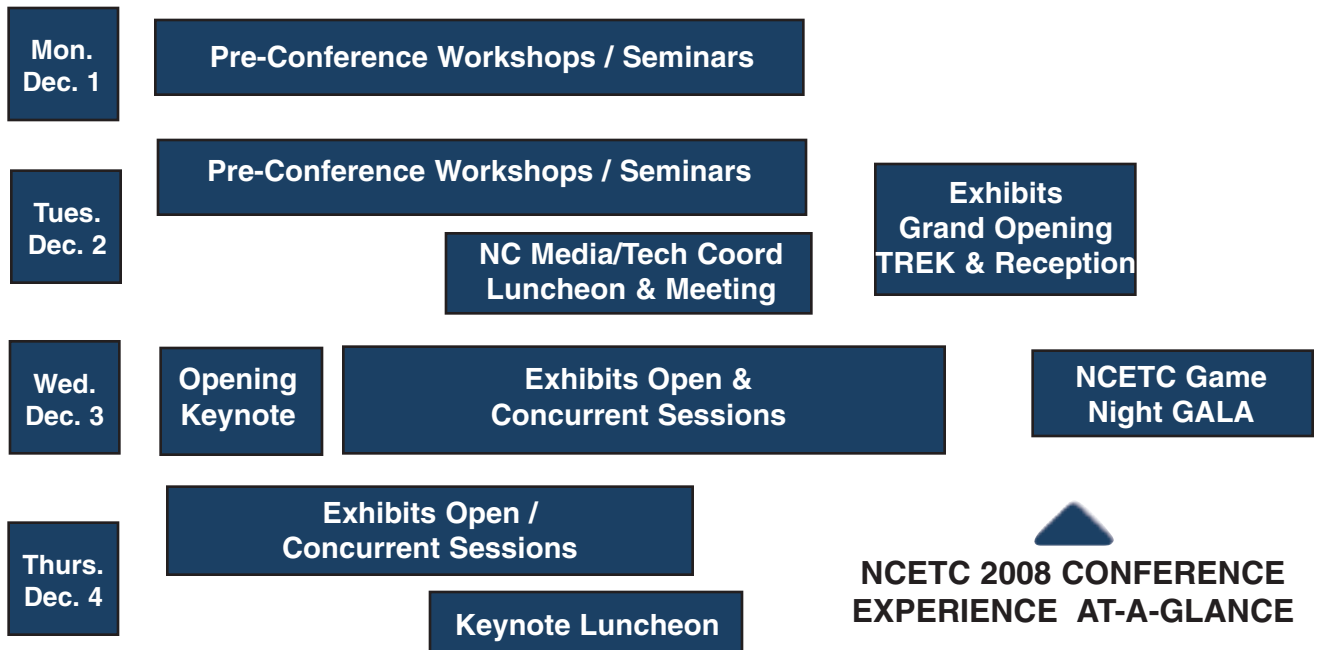
The **AWARDS LUNCHEON/KEYNOTE ADDRESS** will close the conference on Thursday, December 4. Staff from the Instructional Technologies Division of the North Carolina Department of Public Instruction will present the **K-12 Technology Educator Awards**. More information about the keynote address will be available in the **NCETC 2008 Registration Information** and at our web site, www.ncetc.org.

**FOR MORE
INFORMATION**



NCETC 2008, PO Box 41165, Greensboro, NC 27404-1165
Phone: 336.632.9998 Fax: 336.632.9982
Web Site: www.ncetc.org Email: NCETC@aol.com

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NCETC 2008 GUIDELINES FOR PROPOSALS

Assembling Your Proposal

Keep in mind that the program committee may not know you or your reputation. The only information available is the detailed summary you provide of your workshop or session. Acceptance will be based on how well the proposal contributes to the overall theme of the conference “**Unlocking the Power of Technology in 21st Century Schools**”, the educational significance of the content, how well the proposal has been constructed and the ideas articulated, and how replicable the ideas are for other educators. Your submission(s) should be well-edited and ready for publication. Please have your work read and edited by another person before submitting it to **NCETC**. **Conference participants will choose to attend your session/workshop based upon your description and the specified target audience, so please make it inviting and accurate. If a proposal is incomplete, unclear or if it does not adhere to these guidelines, NCETC will return the proposal to be re-edited or reject it without re-editing.**

1. Complete the **NCETC 2008** Workshop and/or Concurrent Session Proposal Form to be mailed with the document described in #3. **Complete information is required.**

2. Please be specific about the amount of time needed for the workshop or session and the equipment requirements. Equipment will be provided for workshops, however, session presenters are responsible for providing their presentation computer and software.

3. Prepare a CD containing a **narrative description (no bullets please)** of 150 words or less in Microsoft® WORD format. Workshop descriptions will be published in the Pre-Conference Registration Information and session descriptions will be published in the **NCETC 2008** Final Program so make them clear and concise please. The narrative should include: the activities and/or information that will be included in your workshop/session; what attendees will gain from the workshop/session; and the application program(s) and equipment that you will be using. If you feel that a longer description is required for the purpose of committee review, please contact us before submitting it. Email a PDF copy of your **NCETC 2008** handout for attendees no later than November 15. Handout cover should include contact info for all presenters as well as the date and title of your workshop/session.

4. Organize your submission with the proposal form as the cover page. If submitting more than one session or workshop proposal for review, each must be submitted separately. **Mail Proposals to:**
NCETC 2008 Program Committee, PO Box 41165,
Greensboro NC 27404-1165

Develop your submission to address one of the five conference themes and related topic strands.

Themes and Strands

• **Vision, Leading, and Accountability** addresses development and articulation of a vision for the role of technology in school improvement, and includes such strands as:

- Educational Visions
- Technology Planning
- Funding
- Policy Issues
- Federal and State Mandates
- Rural Issues
- Urban Issues

• **Technology Capacity** focuses on the technology, resources, and policies necessary to build the technology infrastructure of effective teaching, learning, and administration, and includes such strands as:

- Computer Networking and Systems
- Support and Maintenance
- School/District Web Sites
- Open Source Software
- Security
- Emerging Technologies

• **Human Capacity** focuses on the development of leaders and the education and accountability of teachers, administrators, and other educators, and includes such strands as:

- Teacher Education
- Professional Development
- Student, Teacher, and Administrator Leadership
- Competencies, Standards, and Certification

• **Learning Environment** covers all aspects of technology use in the learning environment, and includes such strands as:

- All Curriculum Areas
- Project-based Learning
- Differentiated Learning
- Distance Learning/Videoconferencing
- Multimedia/Video/Virtual Reality
- Computer Science
- Information and Communications Technology
- High School Redesign
- Special Populations/Adaptive Technologies
- Student Assessment

• **Ethics and Equity** addresses the ethical issues and necessary curriculum, guidelines, and policies involved in using technology and/or the equity issues/challenges involved in achieving equal access and reaching underserved populations, and includes such strands as:

- Gender, Race and Socioeconomic Issues
- Access Issues
- Ethical Issues

NCETC 2008 WORKSHOP PROPOSAL FORM

MONDAY - TUESDAY, DECEMBER 1 - 2

**21st Annual North Carolina Educational Technology Conference
December 1 - December 4, 2008 • Koury Convention Center • Greensboro, NC**

INSTRUCTIONS	NCETC Office Use Only
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Type or print all information. Complete contact information must be provided. Vendor presenters must be conference exhibitors. **Only the two presenters listed on this form will receive the "\$75 Workshop Presenter Discount".** Both presenters should be active leaders in the workshop. Notification of acceptance will be emailed to both presenters on this form by mid- September. **Mail proposal to: NCETC 2008 Program Committee, PO Box 41165, Greensboro, NC 27404-1165. Deadline for submission is Saturday, September 6, 2008.**

_____ Date Received
 _____ Assigned Workshop #
 _____ Data Entered in Reg DB
 _____ Entered in Workshop Events
 _____ Entered in Registration Book

Comments:

PRESENTER CONTACT INFORMATION

You may have more than two presenters per session but only the two presenters listed here will receive the \$75 Workshop Presenter Discount.. List additional presenters with complete contact information on a separate page and have them register for the conference.

Main Presenter (Vendor: Yes ___ No ___)
 Name (Mr. Ms. Dr.) _____
 Position/Title _____
 School/Org _____
 District County/ Org City _____
 State _____ Zip _____
 Work Phone () _____ ext. _____
 Fax () _____
 H. Phone () _____
 H.Address _____
 City _____ St _____ Zip _____
 Email Adress _____

Co-Presenter (Vendor: Yes ___ No ___)
 Name (Mr. Ms.Dr.) _____
 Position/Title _____
 School/Org _____
 District County/Org City _____
 State _____ Zip _____
 Work Phone () _____ ext. _____
 Fax () _____
 H. Phone () _____
 H.Address _____
 City _____ St _____ Zip _____
 Email Adress _____

Please Provide Complete Info or Attach Business Cards

May we print your email address in the Presenter's Directory in the Final Program? ___ YES ___ NO

WORKSHOP INFORMATION

TITLE OF WORKSHOP (16 words or less): _____

SUBMISSION DESCRIPTION: The description should be no more than 150 words in length and in narrative form using Microsoft® WORD. Follow the specifications listed in the NCETC 2008 Guidelines for Proposals on page 6.

TIME REQUIRED FOR WORKSHOP: ___ .5 day (3 hrs) ___ full day (6 hrs) ___ 1.5 days (9 hrs) ___ 2 days (12 hrs)

DOES THIS WORKSHOP REQUIRE HANDS-ON ACTIVITY? ___ YES ___ NO (If YES, specify Ratio Below)

RATIO OF COMPUTERS/PARTICIPANTS: ___ 1 Computer/User ___ 1 Computer/2 Users ___ 1 Computer/3-4 Users

LEVEL OF WORKSHOP CONTENT: ___ Novice ___ Intermediate ___ Advanced ___ All

ENROLLMENT LIMIT: ___ I can present my workshop: ___ Monday ___ Tuesday ___ Either day

I am willing to repeat my workshop: ___ Yes ___ No
Do you have scheduling issues that we need to consider? ___ Yes ___ No
 If yes, please attach an explanation to this form.

(Continue on next page)

NCETC 2008 WORKSHOP PROPOSAL - PAGE 2

WORKSHOP THEME AND INTENDED AUDIENCE

Place a check (✓) by the theme for your presentation, then select and record the most appropriate topic strand description from the listing on page 6.

_____ **VISION, LEADING, AND ACCOUNTABILITY**
Topic Strand: _____

_____ **TECHNOLOGY CAPACITY**
Topic Strand: _____

_____ **HUMAN CAPACITY**
Topic Strand: _____

_____ **LEARNING ENVIRONMENT**
Topic Strand: _____

_____ **ETHICS AND EQUITY**
Topic Strand: _____

_____ **ANOTHER TOPIC:** _____

Intended Audience (Check all that apply):

_____ PreK-2 Educators	_____ Elementary (3-5) Educators
_____ Middle/Jr High Educators	_____ High School Educators
_____ Technology Coordinators	_____ Library/Media Specialists
_____ Teacher Education Coordinators	_____ Staff Development Coordinators
	_____ Administrators/Policy Makers
	_____ Others _____

EQUIPMENT INFORMATION AND DESCRIPTION OF HOOK-UP AND STAGING

PLEASE BE SPECIFIC AND THOROUGH IN PROVIDING THE FOLLOWING INFORMATION

COMPUTERS FOR WORKSHOPS WILL BE PROVIDED BY NCETC. Labs will be equipped with tables, podium & microphone (depending upon room size), screen and extension cord/power bars. Indicate with a (✓) the other equipment needed. Please do not request equipment that is not really needed.

DVD

_____ Internet Access _____ LCD Projector _____ DVD/VCR _____ Other Equipment Needs _____

of COMPUTERS NEEDED: _____ WINDOWS 2000/XP/Vista (Circle Version) _____ Mac 10.3+

Specific requirements for: OS, RAM, video, sound, etc. _____

Will you be providing your own computer for the presenter's station? ___ YES ___ NO

Workshop presenters will be responsible for securing special interface cards & cables, and any additional computers and other peripheral equipment not listed above.

DESCRIPTION OF EQUIPMENT HOOK-UP AND STAGING (Use a separate sheet and include a diagram) Describe how the equipment you have requested above will be used during your presentation. Please include any information on equipment you will provide and how it will connect to the equipment we will be providing. If using the Internet, state the preferred browser and any specifics we need to know. This information will help our Tech Team be better prepared to serve you.

SOFTWARE SPECIFICATIONS FOR WORKSHOP

SOFTWARE FOR WORKSHOP (TITLE & VERSION): _____

Presenters are ultimately responsible for supplying the software to be used in the workshop. We would like to receive all software well in advance of the conference and no later than November 1. Our technical staff will pre-load the software and make every effort to have the lab ready for you to inspect when you arrive. We appreciate your cooperation and plan to do everything we can to ensure a successful workshop for you and the participants.

NCETC 2008 CONCURRENT SESSION PROPOSAL FORM

WEDNESDAY - THURSDAY, DECEMBER 3 - 4

21st Annual North Carolina Educational Technology Conference
 December 1 - December 4, 2008 • Koury Convention Center • Greensboro, NC

INSTRUCTIONS	NCETC Office Use Only
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Type or print all information. Complete contact information must be provided for all presenters. Vendor presenters must be conference exhibitors. **Only the two presenters listed on this form will receive the "\$50 Session Presenter Discount".** Each presenter should be an active participant in the presentation. Presenters will be emailed notification of acceptance by October 30. **Mail proposals to: NCETC 2008 Program Committee, PO Box 41165, Greensboro, NC 27404-1165. Deadline for submission is Saturday, September 27, 2008.**

_____ Date Received
 _____ Assigned Session #
 _____ Data Entered in Reg DB
 _____ Entered in Session Events
 _____ Entered in Program

Comments:

Please Provide Complete Info or Attach Business Cards

May we print your email address in the Presenter's Directory in the Final Program? YES NO

PRESENTER CONTACT INFORMATION

You may have more than two presenters per session but only the two presenters listed here will receive the \$50 Session Presenter Discount. List additional presenters with complete contact information on a separate page and have them register for the conference.

Main Presenter (Vendor: Yes ___ No ___)
 Name (Mr. Ms. Dr.) _____
 Position/Title _____
 School/Org _____
 District County/ Org City _____
 State _____ Zip _____
 Work Phone () _____ ext. _____
 Fax () _____
 H. Phone () _____
 H.Address _____
 City _____ St _____ Zip _____
 Email Adress _____

Co-Presenter (Vendor: Yes ___ No ___)
 Name (Mr. Ms. Dr.) _____
 Position/Title _____
 School/Org _____
 District County/Org City _____
 State _____ Zip _____
 Work Phone () _____ ext. _____
 Fax () _____
 H. Phone () _____
 H.Address _____
 City _____ St _____ Zip _____
 Email Adress _____

CONCURRENT SESSION INFORMATION

TITLE OF SESSION (16 words or less): _____

SUBMISSION DESCRIPTION: The description should be no more than 150 words in length and in narrative form using Microsoft® WORD. Follow the specifications listed in the NCETC 2008 Guidelines for Proposals on page 6.

TYPE OF SUBMISSION:
 ___ Project Presentation ___ Classroom Activity ___ Student Showcase ___ Panel Presentation

TIME REQUIRED FOR SESSION: Our concurrent sessions are scheduled in 1-hour blocks. If more than one hour is an absolute requirement for the presentation, please indicate here the time needed and we will be in touch with you. _____ hours

All concurrent sessions will be assigned a time slot on Wednesday and/or Thursday.
Do you have scheduling issues that we need to consider? ___ Yes ___ No
 If yes, please attach an explanation to this form.

I can present: ___ only on Wednesday ___ only on Thursday ___ Either day
 I am willing to repeat my session: ___ Yes ___ No

(Go to next page)

NCETC 2008 CONCURRENT SESSION PROPOSAL - PAGE 2

PROPOSAL THEME AND INTENDED AUDIENCE

Place a check (✓) by the theme for your presentation, then select and record the most appropriate topic strand description from the listing on page 6.

- VISION, LEADING, AND ACCOUNTABILITY**
Topic Strand: _____
- TECHNOLOGY CAPACITY**
Topic Strand: _____
- HUMAN CAPACITY**
Topic Strand: _____
- LEARNING ENVIRONMENT**
Topic Strand: _____
- ETHICS AND EQUITY**
Topic Strand: _____
- ANOTHER TOPIC:** _____

Intended Audience (Check all that apply):

<input type="checkbox"/> PreK-2 Educators	<input type="checkbox"/> Elementary (3-5) Educators
<input type="checkbox"/> Middle/Jr High Educators	<input type="checkbox"/> High School Educators
<input type="checkbox"/> Technology Coordinators	<input type="checkbox"/> Library/Media Specialists
<input type="checkbox"/> Teacher Education Coordinators	<input type="checkbox"/> Staff Development Coordinators
	<input type="checkbox"/> Administrators/Policy Makers
	<input type="checkbox"/> Others _____

EQUIPMENT INFORMATION AND DESCRIPTION OF HOOK-UP AND STAGING

PLEASE BE SPECIFIC AND THOROUGH IN PROVIDING THE FOLLOWING INFORMATION

PRESENTERS MUST SUPPLY THEIR OWN COMPUTER EQUIPMENT AND PERIPHERALS (i.e. external speakers).

All rooms will be equipped with a presentation table, podium & microphone (depending upon room size), screen and extension cord/power bars. Indicate with a (✓) the other equipment needed. Please do not request equipment not really needed.

T1 Internet Access LCD Projector DVD/VCR Other Equipment Needs _____

COMPUTER TO BE USED IN PRESENTATION (CHECK ANY APPLICABLE (✓)): WINDOWS MAC

Please specify the model of computer you will be using for your presentation and describe with detail how your computer equipment will connect to the AV equipment we will be providing. If accessing the Internet, tell us how you are connecting. Include the ISP and whether you will provide a modem or access via ethernet connection. This information will help us better prepare to serve you. (Use a separate sheet if needed and include a diagram if available.)

SOFTWARE TO BE USED IN THE SESSION

SOFTWARE FOR PRESENTATION (TITLE & VERSION): _____

PRESENTERS MUST SUPPLY THEIR OWN APPLICATION SOFTWARE. PLEASE BE SURE THAT YOUR SOFTWARE IS LOADED AND WORKS PROPERLY ON YOUR PRESENTATION COMPUTER. NCETC may not have access to the particular software you will be using.