

Memorandum

Date: December 18, 2007

Re: WRLF 2008 Workshop AV needs and resource request

From: _____
Donna R. Gillespie, WRLF Workshop Committee Chair

This is my second request for equipment information for your workshop. I need to confirm your visual and/or computer needs so we can prepare for your workshop.

If you haven't visited the web and checked out the Forum information please do so. To reach the site directly go to; <http://www.4h.uidaho.edu/default.aspx?pid=103012>. Be sure to note your workshop description, date and time, any fees charged, registration limits and co-presenters. Please share this information with your co-presenters as you are the only one receiving it. If you have questions or comments please e-mail me at, donna@uidaho.edu.

Please complete the form included and submit to me by January 5th.

Happy Holidays, see you in Boise next spring!



2008 Western Regional Leaders Forum
 March 6–9, 2008
 Workshop Set-up and AV Needs

Workshop # _____ Workshop Name _____

Limited audio visual equipment is available for workshops. If you are in need of computer or audio visual equipment, please contact your local Extension Office regarding equipment that might be available for your use through that office. If you need equipment that you are unable to find elsewhere, we will work with you in making arrangements.

Please indicate the type of equipment you will need:

- Screen
- Overhead Projector
- Flip Charts
- Computer with Projector (what device will you use?)
 - DVD _____ CD _____
 - Flash Storage _____ External Hard Drive _____
 - Other _____
- Computer Lab (what programs will you need?)
 - Word _____ Publisher _____
 - Excel _____ Internet _____
 - Power Point _____ Other _____
- Other _____
- None

Please indicate the type of meeting room set-up you would like:

- Lecture (chairs, no tables)
- Classroom (tables & chairs)
- Other: _____

Please return this form by January 5th to:
 Donna R. Gillespie
 Minidoka County Extension
 85 East Baseline
 Rupert, ID 83350