



Michigan Garden Club Annual Conference  
 “Gardening the Great Escape”  
 June 8-9, 2022  
 Crowne Plaza Hotel  
 Lansing, Michigan

## Audio/Visual

Due to the Covid-19 virus, the State Conference may be in a Virtual or Hybrid format. Please complete this form to insure we have everything necessary to make your presentation.

Presenter Name: \_\_\_\_\_

Presentation Title: \_\_\_\_\_

### VIRTUAL EVENT/HYBRID

	Initials
I agree to a short connectivity and equipment check with the session technical moderator within a week of the anticipated presentation and to provide my presentation at that time.	_____
I understand the session will be recorded. Said recording will be made available for up to a month after the event for limited benefit of a participant who was registered at the time of the original event but could not attend because of a connection or emergency.	_____
I understand that short clips or a still image from the recording may be used for promotional purposes	_____

### EQUIPMENT YOU WILL NEED FOR AN IN-PERSON EVENT

Equipment/Staging Needed

\_\_\_\_\_ Podium      \_\_\_\_\_ Screen      \_\_\_\_\_ LCD Projector

\_\_\_\_\_ Electric Outlets      \_\_\_\_\_ Lights      \_\_\_\_\_ Microphone

\_\_\_\_\_ Laser Pointer      \_\_\_\_\_ Table

Other \_\_\_\_\_

Help Requirements

Number of people needed/length of **set up time** \_\_\_\_\_

Number of people needed/length of **take-down time** \_\_\_\_\_