



**PENNSYLVANIA STATE ORGANIZATION
June 9-11, 2022 State Convention
EQUIPMENT and ROOM SET UP Request Form
For Workshop Presenters**

Name of Workshop:

Name of Presenter(s):

Email of lead contact person:

Cell #:

We will _____ or we will not _____ be using a power point for our presentation.
You **MUST** provide your own LCD projector and laptop for your presentation.

All workshop rooms will have a table for your laptop and an electrical cord connecting to the wall. Do you need this equipment? Yes _____ No _____

If you need any other tables, indicate how many _____ and location in the room:

*Rooms will be set theater style. If you would like a different set up, specify:

Internet access is available in all presentation rooms.

Please email a completed form, by March 15, 2022 to Becky Johnen. Email address can be found on the congratulatory note sent to you or on the Pennsylvania State Organization website.

In advance, thanks for your attention to this task. I look forward to hearing from you and seeing you in State College in June!

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