

The Digital Middle Ages: Teaching and Research
CONFERENCE PRESENTER QUESTIONNAIRE

Please complete and return this questionnaire to Laurie Postleware, lpostlew@barnard.edu. We need this information to complete our conference arrangements. If you have questions about this form, please contact Laurie Postleware at +1- 212-854-2053 or lpostlew@barnard.edu.

Speaker Information

Name: _____

E-mail Address: _____

Institution: _____

Title of Paper: _____

II. Audiovisual Services for your conference presentation:

Please indicate the quantity needed for your conference presentation on the lines below. For recorded material provide running time.

<u>QUANTITY</u>	<u>SOURCE</u>	<u>DISPLAY OPTIONS</u>			<u>RUNNING TIME</u>
		TV Monitor	Projector	Screen	
_____	VHS				_____
_____	DVD				_____
_____	Slide(s)				_____
_____	Overhead				_____
_____	Computer				_____
<i>My data source is (check as many as apply)</i>		CD	ZIP	Internet	Other _____
<i>I will provide my own laptop</i>	No	Yes	Operating System	_____	
<i>I will provide my own slide carousel</i>	No	Yes			
<u>MICROPHONES</u> <i>Please indicate the quantity needed on the lines below.</i>					
Table Top Mic(s): _____ Standard _____ Wireless					
Used for: _____ Speaker(s) _____ Instrument(s) _____ Vocalist(s)					
Podium Mic(s): _____ Standard _____ Wireless					
Used for: _____ Speaker(s) _____ Instrument(s) _____ Vocalist(s)					

III. Demonstrations:

I would like to demonstrate the following materials or websites. (Please give us an indication of the exact requirements for your demonstration such as internet access, etc.)

Please indicate in order of preference by number 1-6 the day and time you would like to do your demonstration.

Wednesday, June 16: A. 10:30-11:0 _____ B. 1:30-2:00 _____ C. 3:30-4:00 _____

Thursday, June 17: A. 10:30-11:0 _____ B. 1:30-2:00 _____ C. 3:30-4:00 _____

Do you have any dietary requirements that we should take into account as we plan food arrangements?

_____ NO _____ YES, please elaborate _____

**Send this completed questionnaire with your CV or bio paragraph to lpostlew@barnard.edu, or by fax to Laurie Postlewate at +1-212-854-7491, or by mail to:
Laurie Postlewate, Barnard College, 3009 Broadway, New York, NY, 10027-6598**