Office of Planning and Policy Support

AV Setup Request Form

IS THIS REQUEST BEING SUBMITTED *MORE THAN* 24 HOURS BEFORE THE SCHEDULED MEETING? ☐ Yes ☐ No

Meeting Day: Meeting Date: Meeting Location:

(PLEASE TYPE DESIRED LOCATION, IF CONFERENCE ROOM IS NOT LISTED)

Meeting Start Time: Meeting End Time: Requested Setup Time:

MEETING ATTENDEES': ***(Select all that apply)***

☐ Assistant Secretary ☐ Don Moulds

☐ DAS ☐ ADAS

MEETING ATTENDEES' AFFILIATION: ***(Select all that apply)***

☐ White House ☐ CBO

☐ GAO ☐ OMB ☐ Other

Topic of Meeting:

We will complete ALL AV Setups 30 minutes prior to your meeting. We will accommodate requests for earlier set up times if specified above.

Meeting Organizer Contact #1: ***(First Name)*** ***(Last Name)***

Meeting Organizer Telephone: Meeting Organizer Location:

Meeting Organizer Contact #2: ***(First Name)*** ***(Last Name)***

Meeting Organizer Telephone: Meeting Organizer Location:

Please check the items needed for setup below:

☐ Laptop ☐ Projector/Smartboard

☐ Internet Connection ☐ Conference Telephone

☐ Other

Please check the Computer Software Applications *(below)* needed during the meeting:

☐ MS Word ☐ Excel ☐ Access ☐ PowerPoint

☐ Go To Meeting ☐ WebEx ☐ Presentation files to be uploaded

☐ Other

Please check whether or not you will provide files 24 hours in advance of scheduled presentation

☐ **Yes** I will provide the files that need to be uploaded 24 hours before the presentation, to ensure compatibility with installed laptop software.

☐ **No** I will not provide the files 24 hours in advance

NOTE: If files are not supplied in advance, there may be possible compatibility issues and therefore may delay your meeting.

Submit Form **Print Form**

Please click the "SUBMIT FORM to PIC" button above and have your request forwarded to the PIC AV Mailbox. You will receive a confirmation email once your request has been processed.