

Memorandum

Date: October 31, 2007

Re: WRLF 2008 Workshop AV needs and resource request

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

Time is moving quickly, I can't believe it's only a few months until March 2008 and we will all be in Boise. If you haven't visited the web and checked out the registration form please do so. To reach the site directly go to; <http://www.4h.uidaho.edu/default.aspx?pid=103012>. Be sure to note the 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.

This letter is to confirm your audio-visual or computer needs and inquire about handouts we would like to include on a CD for participants. We would like to have your handout material e-mailed to the resource committee by February 1st. Another letter will follow in January with workshop registration numbers and more information about the handout process. We were encouraged to have the resource CD available for attendees but I realize it is asking a lot for you to have materials ready by the first of February. As we get closer to spring we will work out the details.

The most important thing I need now is confirmation of visual and/or computer needs. Please complete the form included and submit to me by December 15th.

Remember early-bird registration ends on December 1st. 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 December 15th to:
 Donna R. Gillespie
 Minidoka County Extension
 85 East Baseline
 Rupert, ID 83350