**TECHNICAL REQUIREMENT FOR PAPER PRESENTATION AND MASTER CLASS/WORKSHOP**

Each presentation/lecture space will be set up with basic audiovisual equipment such as microphone,

PC laptop, multimedia projector and screen for projection. Please specify by indicating below the technical needs for your presentation below:

**Name(s) of presenter(s):**

 (including titles, e.g. PhD, MA, Prof., BA)

**Conference Reference No:**

**Title of presentation:**

**Abstract for programme book:** (short representation of the work, max. 100 words)

**Keywords:**

**Bio:** (if not already submitted—max. 150 words, single spaced, Times New Roman, 11pt.)

**Company/Organization:**

**Primary email address: Primary telephone number:**

**Type of presentation:**  [ ] Paper [ ] Lecture Demonstration/Workshop

 [ ] Panel Discussion [ ] Exhibition

[ ] Poster

If exhibition, indicate type: [ ]Number of pieces [ ] Works on Paper or Canvas [ ] Ceramics

[ ] Film /video (Max. – 45 mins) [ ] Photography [ ] 3D [ ] Installation [ ] Other

**Space requirements:**

Lecture Room [ ] Studio [ ] Outdoors [ ]

Computer Lab [ ] Other [ ]

If Other, specify:

**Duration of presentation:** Paper (Maximum - 15mins.) plus 5 mins. of Q & A

Lecture Demonstration/Master Class/Workshop (maximum - 80 mins.)

 Panel Discussion (Maximum – 80 mins.)

**Audio/Visual requirements:**

[ ] Sound (to support the presentation for music)

[ ]microphone for presenter

[ ] Body Mic Quanity:\_\_\_\_\_

Laptop: [ ] PC [ ] Mac

Projector and Screen: [ ] Sound Needed for Projection: [ ] Yes [ ] No

TV Monitor with DVD [ ]

Boom box/ CD Player [ ]

Piano [ ]

Drum Set/Hand Drums [ ]

Amplifiers [ ]

Performance Props [ ] (Conditions apply therefore the conference secretariat will need to confirm ability to provide same)

**IMPORTANT: If you would like to bring in props it is very important that this is communicated to the secretariat a list of items at least 6 weeks in advance of your arrival so that the necessary local Customs Clearance information, requirements and possible permits if any, can be obtained in a timely manner.**

**Additional Information:**

N.B. The EMC Arts Conference technical team will try as much as possible to meet all your technical requirements. However, be prepared to make adjustments to your technical plan if necessary. All paper/oral presenters, please be aware that during any given session several papers will be presented, therefore to save on time all PowerPoint /visual presentations will be played from a common computer during the session.