



On-Site AV Request

On-Site AV Request Disclaimer

We cannot guarantee that AV requests made after the deadline, including AV requests made on-site, can be honored. Late and onsite requests can occasionally be accommodated based on the availability of equipment and staff.

However, when this is not possible, late and onsite requests are referred to the hotel's A/V provider; in such cases, you will be responsible for any charges incurred (even for main program sessions), which may be substantial.

AV Fee

There is a fee of **\$150** that will be charged to your group or committee for use of the APA's audiovisual equipment.

By filling out this form, you understand that on-site AV requests are not guaranteed and that there is a \$150 fee for use of the equipment.

NAME: _____

EMAIL ADDRESS: _____

GROUP/COMMITTEE: _____

SESSION: _____

I UNDERSTAND THAT THERE IS A \$150 FEE FOR USE OF THE AV EQUIPMENT

National Office Use

Room: _____

Designated AV Room: YES NO

When: _____

Request Approved: YES NO