

**Form 2 (The Pink Form)**

Mail to: Pat Carter  
Skyline College  
3300 College Drive  
San Bruno, CA 94066  
(650) 738-4230

Or FAX: (650) 738-4299  
Or email: carter@smccd.edu

**Please return this form no later than  
Friday, November 30<sup>th</sup>**

Title of Workshop \_\_\_\_\_

Presenters' Names \_\_\_\_\_

Contact email: \_\_\_\_\_

**Room Facilities Needed:**

- \_\_\_\_\_ Standard laboratory equipment, (limited rooms available)
- \_\_\_\_\_ Room with moveable chair-desks
- \_\_\_\_\_ Room with large tables and chairs
- \_\_\_\_\_ Running water (limited rooms available)
- \_\_\_\_\_ Water in buckets/carboys
- \_\_\_\_\_ Blackboard/Whiteboard
- \_\_\_\_\_ Go'fers (Student Assistants)
- \_\_\_\_\_ Other (Please be specific) \_\_\_\_\_

**Laboratory equipment needed:** (e.g., Bunsen burners, fume hoods, microscopes)

**Computer Needs:**

Hardware (be specific): \_\_\_\_\_

Software (be specific): \_\_\_\_\_

Campus computers have Microsoft Office.

Internet access needed:     As demo only                       For each computer

**Audio/Visual Needs:**

- Overhead projector for transparencies
- LED projector for Computer Presentation
  - Will you bring your own laptop?     Yes                       No
  - Mac users: remember to bring your DVI adapter ("dongle")
- VHS/DVD player & monitor
- Other \_\_\_\_\_

Continued on next page

**Printing Needs:**

- Papers duplicated. Email camera-ready PDF or mail camera-ready hard copy. Papers will be included in your packet when you pick up your room assignment and name badge.

**Other:**

Please describe as fully as possible on the back of this form. Skyline is well stocked with the equipment and materials normally found in science laboratories at the freshman and sophomore level.

Anticipated cost of supplies not included above: \$ \_\_\_\_\_