

Form 2

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 30th**

Title of Workshop _____
Presenters' Names _____

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 _____

Printing Needs:

- Papers duplicated. Email camera-ready PDF (case@smccd.edu) or mail camera-ready hard copy

Mail to Chris Case
Skyline College
3300 College Drive
San Bruno, CA 94066

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: \$ _____

Co-presenters:

We will provide up to 6 lunch tickets for you and your co-presenters on the day of the conference. Please be sure we have the names of your co-presenters:
