

Procedures for Submitting the **Presentation Equipment Request/AV Form**

- 1) Please visit the following web site: [ASTD ICE210 Speaker Login](#)
- 2) Enter your ECode and login
- 3) You will see a grid with your listed sessions
- 4) You have to submit a separate form for each session listed
- 5) Click "Submit Forms"
- 6) Next, you will see another grid
- 7) Click "Presentation Equipment Request Form"
- 8) Please check or fill in your requested information in the designated areas
- 9) In order to have a copy for your files, please copy and paste this completed page into a document and save it for your future use or you can print the page
- 10) Once, you complete your choices, please go down to the bottom left and you must choose: "I Agree to all terms and deadlines above" and then click the "Submit" command or button

REMINDER:

The *Presentation Equipment Request/AV Form* is due: **March 1, 2010**

Any questions, please email us at: speakers@astd.org or call us at: 1.703.838.5850 (office)

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