



**2004 Substantive Law Conference
Los Angeles, CA**

Joint Track Session Request

Please return this form as soon as possible and no later than June 11, 2004. **EACH JOINT SESSION REQUIRES A SEPARATE FORM.** We will schedule joint sessions during the time slots requested on a first come, first serve basis. While we will make every effort to schedule the sessions during the requested time slots, we must reserve the right to ask you to offer such sessions during a different time slot. If you have questions, please contact Conference Staff at sublaw@nlada.org.

Track Name One: _____

Track Name Two: _____

Joint Session Title: _____

Faculty Name(s): _____

Phone number(s) or E-mail: _____

Day & Time for Joint Session: Please indicate your top two preferences by putting a "One" and "Two" in the appropriate boxes.

- | | |
|--|---|
| <input type="checkbox"/> Friday, July 23 8:30 am to 10:00 am | <input type="checkbox"/> Friday, July 23 10:15 am to 12:00 pm |
| <input type="checkbox"/> Friday, July 23 1:00 pm to 3:00 pm | <input type="checkbox"/> Friday, July 23 3:30 pm to 5:30 pm |
| <input type="checkbox"/> Saturday, July 24 8:30 am to 10:00 am | <input type="checkbox"/> Saturday, July 24 10:15 am to 12:00 pm |

AUDIO VISUAL EQUIPMENT REQUESTS: Please know that NLADA has a limited budget for audio/visual equipment but will make every effort to supply the equipment that you need for a successful session. Advanced set-ups or expensive equipment requests are subject to budget considerations. **On-site request for equipment WILL NOT BE accommodated.**

I require the following audio/visual equipment for our joint session:

- | | |
|--|--|
| <input type="checkbox"/> Flipchart and Markers | <input type="checkbox"/> Overhead Projector and Screen |
| <input type="checkbox"/> Head table: _____ (# of people) | <input type="checkbox"/> Podium |
| <input type="checkbox"/> TV / VCR | <input type="checkbox"/> LCD Projector and Screen |
| <input type="checkbox"/> Internet Access / Phone Line | |

ROOM SET UP: Due to limited room size, many of the meeting rooms will be set in theater style seating. If you require a different configuration, please list here: _____

THIS FORM MUST BE RETURNED BY JUNE 11, 2004 TO:

NLADA Sublaw Training ♦ Sublaw Joint Sessions
1140 Connecticut Avenue NW, Suite 900 ♦ Washington, DC 20036 ♦ FAX: 202/872-1031