

**45th International Congress on Medieval Studies  
May 13–16, 2010**

**Participant Information Form**

Deadline: **September 15, 2009**

This form is available on the Congress Web site as a Microsoft Word Form and as an interactive PDF file.  
<[www.wmich.edu/medieval/congress](http://www.wmich.edu/medieval/congress)>

The Medieval Institute requires a Participant Information Form for all participants in Congress sessions, including paper presenters, discussants, workshop leaders, demonstration participants, poster presenters, respondents, and performers.

Paper Title  
(if applicable)

Name

Affiliation

Preferred  
Postal Address

E-Mail

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**IF YOU ARE PROPOSING A PAPER, YOU MUST CHECK BOTH BOXES**

I confirm that I will deliver this paper in person within the 20-minute time limit.

I confirm that I am submitting only one abstract to only one session.

Currently enrolled undergraduates may propose a paper **only** for the "Papers by Undergraduates" Special Session(s).

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**Audio-Visual Equipment**

I do **not** need any AV equipment.

data projector for use with speaker's laptop

DVD player

blackboard or whiteboard

VHS player (Note: PAL tapes must be  
transferred to NTSC VHS)

overhead projector

one slide projector (35 mm)

audio CD player

two slide projectors (35 mm)

audio cassette tape player

Special AV request:

### **Data Projectors.**

The data projectors used in Congress meeting rooms, when requested, have VGA connections and XGA (1024 x 768 pixels) resolution. We encourage you to test your laptop using a projector with these specifications before coming to the Congress. If a data projector is requested, a screen will be provided.

Most Mac users will need to bring an adaptor for the VGA connection. All laptop users will need to bring power cords. Most of those coming from outside North America will need a plug adaptor (although probably not a converter, since most laptops are designed to work with a wide range of voltage and frequency). Electrical current in the United States is 120 volts/60 Hz.

Please note that **computers are not provided** for Congress presentations. Speakers who wish to make presentations involving a computer are expected to bring their own laptops or to arrange with the session's organizer or another colleague for the use of a computer. We continue to accommodate workshop sessions that require the use of a computer lab.

### **Internet Access**

Access to the internet during the Congress, including in meeting rooms, is through WMU's wireless network. Those planning to use the internet during their presentations will need to establish a User ID in WMU's wireless system in advance of the session by following the instructions contained in their Congress registration packets.

### **Blackboards and Whiteboards**

If a blackboard or whiteboard is requested, chalk or markers will be provided.

### **Overhead Projectors**

If an overhead projector is requested, a screen will be provided.

### **35mm Slide Projectors**

For each 35mm slide projector requested, a carousel, a remote control for advancing slides, and a screen will be provided.

### **DVD Players**

If a DVD player has been requested, either a monitor or a projector and screen will be provided, depending upon the size and configuration of the meeting room.

### **VHS Players**

If a VHS player has been requested, either a monitor or a projector and screen will be provided, depending upon the size and configuration of the meeting room. PAL tapes must be transferred to NTSC VHS in advance of the Congress.

Your **Participant Information Form** must be submitted by **September 15**

- for a Sponsored Session to the session's contact person **OR**
- for a Special Session to the session's contact person **OR**
- for a General Session to the Congress Committee at the Medieval Institute:

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