

42nd International Congress on Medieval Studies
May 10–13, 2007

Abstract Cover Sheet

due September 15, 2006

This form is available via the Congress Web site as an interactive PDF file to complete online, print out, proofread, and submit by post or fax.

Each abstract of a paper to be considered for inclusion in the 42nd Congress must be accompanied by an **Abstract Cover Sheet**. Your abstract and Abstract Cover Sheet must be submitted to the session's contact person for a Sponsored or Special Session or to the Congress Committee for a General Session.

This paper is proposed for a ☐ Sponsored Session ☐ Special Session ☐ General Session

Paper Title

Speaker Name

Affiliation

Address

Home Phone

Work Phone

Fax

E-Mail

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

☐ I confirm that I will deliver this paper personally in 20 minutes.

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

AV and Computer Equipment (see also page 2)

Please plan ahead, and please request only equipment that is essential to your presentation. The supply of AV and computer equipment is limited, and many meeting rooms are utterly unsuited to the use of AV equipment. Accordingly, the Medieval Institute is rarely able to accommodate late AV requests. We do seek to honor all requests received on or before September 15.

The Medieval Institute recommends that speakers who intend to make presentations involving computers bring their own laptops; this is the best way we know to ensure that hardware and software are suitable for the intended presentation.

If you are requesting any sort of equipment (even a blackboard), you must complete page 2 of this form. Please indicate your equipment needs by checking the appropriate box below:

☐ I do not need any AV or computer equipment.

☐ Please see page 2 for my AV and/or computer equipment needs.

AV Equipment (Please request only equipment that is essential to your presentation.)

- ☐ blackboard and chalk
- ☐ overhead projector
- ☐ one slide projector (35mm) with remote
- ☐ two slide projectors (35mm) with remotes
- ☐ data projector for use with the speaker's laptop
- ☐ internet access
- ☐ DVD player
- ☐ VHS player (*Note: PAL tapes must be transferred to NTSC VHS*)
- ☐ audio CD/cassette tape player

Screens or monitors will be provided, depending on the size and configuration of the meeting room. Carousels for slide projectors will be available in session rooms and the designated Congress AV rooms.

The data projectors used in all Congress meeting rooms have VGA connections and XGA (1024 x 768 pixels) resolution. **This means that most Mac users will need to bring an adaptor.** We encourage you to test your laptop using a projector with these specifications before coming to the Congress.

- ☐ Special AV request:
-

Computers

The Medieval Institute recommends that speakers who intend to make presentations involving computers bring their own laptops; this is the best way we know to ensure that hardware and software are suitable for the intended presentation. You may request that we provide a computer by checking this box:

- ☐ IBM-compatible computer

Standard software includes: Windows XP, Adobe Acrobat Reader, Internet Explorer, Microsoft Office 2003 Professional, Windows Media Player, RealPlayer, and QuickTime. A data projector will be provided.

Please note: Western Michigan University is a wireless and IBM-friendly campus.

- ☐ Special computer needs:
-

Your abstract and **Abstract Cover Sheet** 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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