



AV NEEDS AND COPYRIGHT ATTESTATION

Thank you for accepting ACUA's invitation to present at the upcoming **2026 ACUA Virtual Spring Summit**, to be held online **March 24-26, 2026**. Complete the questionnaire below to help us ensure the presentation experience is seamless and positive for you and the ACUA audience.

Audio Visual Needs

ACUA will provide:

- Zoom virtual meeting platform with screen-sharing enabled
- Host support for session management
- Basic technical support during the session

All speakers are expected to have the following:

- **Stable, high-speed internet connection** (wired connection strongly recommended)
- **High-quality webcam** capable of clear video (HD preferred)
 - Quiet, well-lit environment suitable for presenting on camera
- **Clear audio setup** (USB microphone or quality headset recommended)
- **Computer (PC or Mac)** capable of running Zoom; presentation from tablets or mobile phones is not permitted
- Ability to **share slides via screen sharing**

Internet & Technical Notes:

- Speakers are responsible for their own internet connectivity
- Test your audio, video, and screen-sharing capabilities prior to the event
- Embedded audio or video within slides must be tested in advance to ensure sound is shared correctly through the platform
- **Important:** Planned Session Format: Sessions default to a Zoom webinar (speaker presents; attendees are off camera and muted). If you prefer a more interactive Zoom meeting, please let us know if you have not done so already.

Please select all statements below that apply to your presentation:

- I have specific polling questions I want to use
 - I want an interactive Zoom Meeting (not a Zoom Webinar)
 - I have other audio visual needs (describe below)
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Copyright Compliance Attestation

Presentations should consist primarily of original information and properly cited data as appropriate. If you utilize previously copyrighted materials in your presentation, including images found on the Internet, you must label them as such, with a notation that they are “Used by Permission” and provide written permission for use and reprint from the copyright owner. Please check ONE statement which accurately reflects your use of copyrighted material in your slides and/or handouts below.

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I have NOT included any original works of art (including photographs, cartoons and graphic images) which are considered copyrighted material in my presentation.

I have gained permission from the copyright owner, the person who created the work, to use or copy the image for my presentation. I will send proof of my purchase of a license to use the image from the copyright holder to the ACUA Executive Office. Note: This license is usually purchased through a ‘clearinghouse’ like www.cartoonstock.com or www.istockphotos.com. Please visit <http://www.stockphotorights.com/faq/> for more information.

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Electronic signatures are accepted. Please provide your name and date completing this questionnaire.

Name: _____

Date: _____