## Request For Delegation



I will require the following audio-visual equipment/software for my presentation:

Computer Notebook

$\square$ DVD Player
PowerPoint


Other - please specify $\qquad$ Delegates are requested to provide to the City Clerk's Office well in advance of the meetingdate: (i) 25 copies of all background material and/or presentations for publication with the meeting agenda and/or distribution at the meeting, and (ii) for PowerPoint and other visualpresentations, an electronic copy of the presentation (e.g., DVD, CD, .ppt file) to ensure compatibility with corporate equipment.
Once the above information is received by the City Clerk's Office, you will be contacted by aLegislative Coordinator to confirm your placement on the appropriate agenda.
Personal information on this form is collected under authority of the Municipal Act, SO 2001, c. 25 and/or the Planning Act,
R.S.O. 1990, c.P. 13 and will be used in the preparation of the applicable Counci//Committee agenda and will be attached to thatagenda. Questions about the collection of personal information should be directed to the Deputy City Clerk, Office of the CAO, 2 Wellington Street West, Brampton, Ontario, L6Y 4R2, tel. 905-874-2115.

