Dates for Summer/Fall Break 2016:
Tuesday, August 23  Wednesday, August 24
Tuesday, August 30  Wednesday, August 31

Title of Class: ______________________________________________
Presenter(s): ______________________________________________
Primary presenter’s phone: _______________  email: _____________________________

Description of Class: Please be as concise as possible! Please note: Your wording will be published in the Intersession Opportunities brochure. If you will require attendees to pay a fee or purchase a book or other materials, please include the requirements in your description (please refer to the additional costs note below about photocopy expenses).

Is there a maximum and/or minimum number of enrollees for this class?
Maximum number: ___  Minimum number: ___

Do you have a preference for date and time? (Classes can be held on Tuesday or Wednesday a.m. or p.m. Typical times are 9:30-11:30 AM and 1:00-3:00 PM
___ No: Any day and time is OK
___ Yes I have a preference: (Choose from the dates listed above)

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<th>Day</th>
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Room setup: Lecture (seat rows facing front)____  Seminar (U-shaped with tables)____

Attendee requirements: if applicable, be sure to mention in your description above:
-Materials required of participants: if book(s) indicate title & author:
-Additional costs to participants, if any.  $____

Will you need audio/visual equipment? Yes___  No___
If Yes, please indicate what media you will be using:
CDs___  audio tapes___  DVDs___  VHS tapes___  overhead slides___

Do you plan to use computer presentations? Yes___  No___
If Yes, can you bring your own laptop? Yes___  No___

Thank you for providing these details! If you have questions, please contact Andrea Zietlow (zietlow.andrea@gmail.com) or the ICLRU center: phone 224-523-6497.