

# INTERSESSION OPPORTUNITIES

## INSTITUTE FOR CONTINUED LEARNING AT ROOSEVELT UNIVERSITY

**Dates for Summer/Fall Break 2016:**

Tuesday, August 23  
 Tuesday, August 30

Wednesday, August 24  
 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)**

	<u>Day</u>	<u>Time</u>
<b>1<sup>st</sup> Choice</b>		
<b>2<sup>nd</sup> Choice</b>		
<b>3<sup>rd</sup> Choice</b>		

**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.