**Dates:** Please see the dates for the current Intersession Opportunities classes on the “Call for Proposals”.

**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. See dates on “Call for Proposals.”)

- ___ No: Any day and time is OK
- ___ Yes I have a preference: (Choose from the dates listed above)

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
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<tbody>
<tr>
<td>1st Choice</td>
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<td>2nd Choice</td>
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<td>3rd Choice</td>
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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.