

# INTERSESSION OPPORTUNITIES

INSTITUTE FOR CONTINUED LEARNING AT ROOSEVELT UNIVERSITY



**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)**

	<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.