INTERSESSION CLASSES
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 brochure. If you will require attendees to pay a fee or purchase a book or other materials, please include the requirements in your description.

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 on the Call for Proposals.)

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

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

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. $____

Do you plan to use computer presentations? Yes__ No__
  If Yes, do you plan to bring your own laptop? Yes__ No__

Will you need any additional audio/visual equipment? Yes__ No__
  If Yes, please indicate what media you will be using:
  CDs__ audio tapes__ DVDs__ VHS tapes__ overhead slides__

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.