



**LifeLong Learning**

## **Presentation Proposal Form**

**1. Title of Presentation:**

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**2. Name of Presenter(s):**

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**3. Presenter's Contact Information** (phone, email, and USPS mailing address):

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**4. Title of Presentation:**

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**5. Description of Presentation** *(please describe your presentation (in one or two sentences), as you would like it to appear in our marketing materials):*

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**6. Please provide a brief biographical sketch (50 words or less):**

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**7. We generally schedule classes on Wednesday and Thursday afternoons and thus appreciate your flexibility to the degree possible. Please circle the semesters and months in which you would be available to present.**

**Preferred Month(s):**

**Spring:      January                      February      March      April      May**

**Fall:              September                      October      November      December**

**8. How many sessions would you like to teach (circle your preference)?**

**1      2      3**

**9. How many minutes in each session (circle your preference)?**

**60 minutes                      90 minutes**

**10. We will be providing a Mac laptop with a projector for your use. Is there any additional information we need to know?**

**Will you be requiring any outside reading?**

**Any other required equipment or facility needs?**

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