

Presenter Course Information Form

Fall Session: Late September – Early December

Winter/Spring Session: Late January – May

Summer: Mid-June – Mid August

Directions: Please provide the following information so that we can describe your course accurately for our newsletter. To complete the form, move the cursor into the box next to the field in which you intend to enter information. This can be accomplished by using the “Tab” key on your keyboard or by moving the cursor with your mouse and clicking in the desired field. After completion of the form, please use the “Save As” function in the File menu and rename the document using your Last Name. Then, email to Nan Fowler at olli@uga.edu If you have any questions or problems, please contact Nan Fowler at olli@uga.edu

* *Please do not mark in any fields shaded in grey.*

Date: <input type="text"/>				
Presenter Information				
First Name	<input type="text"/>	Last Name	<input type="text"/>	
Address	<input type="text"/>			
City	<input type="text"/>	State	<input type="text"/>	Zip+4
Phone	<input type="text"/>	Email	<input type="text"/>	
Biographical Data Include career information, degree(s) earned, hobbies, and interests.	<input type="text"/>			

Course Information	
Title of Course	<input type="text"/>
Course Description	<input type="text"/>

Course Preferences						
Number of Class Sessions		Class Length (Mark with "X")	1 hour	1 ½ hours	2 hours	Other
Preference of Dates	1 st Preference		2 nd Preference		3 rd Preference	
Preferred Day of Week (Mark all that apply with "X")	Mon	Tues	Wed	Thu	Fri	Any Day Except: (list below)
Course Start Time Preferred (Mark with "X")	9:00 AM		9:30 AM		10:00 AM	
	11:00 AM		11:30 AM		12:00 PM	
	1:00 PM		1:30 PM		2:00 PM	
Enrollment Maximum				Enrollment Minimum		
Audio/Visual Equipment Needed						

Number of Copies Needed Per Person If Using Handouts (estimate). You may print your own handouts. OLLI will reimburse you when you submit receipts.	
Additional Information:	

Will There be a Course Text?	Yes		No		Required?	
Title						
Author						
ISBN						

After registration, a member of your class will be assigned as the class facilitator. He/she will be responsible for introducing you and assisting you with whatever you might need.

Thank you for agreeing to participate in our program. We strongly believe that programs like Osher/LIR keep us both informed and productive.