

OLLI COURSE INFORMATION FORM

Course Title:

Date of Presentation:

Time of Presentation:

SPEAKER CONTACT INFO (Please include at least phone or email contact info)

Speaker Name:

Phone Number:

Email Address:

Mailing Address:

COURSE DESCRIPTION FOR NEWSLETTER:

SPEAKER BIO(S):

AV EQUIPMENT REQUEST

_____ CD Player _____ Audiotape Player _____ VCR/DVD
_____ LCD Projector _____ Slide Projector _____ Computer (Mac OS)
_____ Overhead/Projector _____ Own Laptop _____ Other

- *If presenter is bringing own laptop please ask what OS he/she uses.
- *Always encourage presenters to set up a time to come in and pretest their presentation.

ROOM SET-UP NEEDS & ADDITIONAL INFORMATION