**OLLI@UGA Class Proposal Form: Fall 2020, August 18 – December 11th**

***Class proposals are now being accepted and scheduled. Submission deadline is midnight on April 30th, 2020.  
After completing this form, use the “Save As” function in the File menu and email the form to*** [***olli@uga.edu***](mailto:olli@uga.edu) ***with a copy to your recruiter. Forms should be returned in MS Word format. PDF or handwritten forms cannot be processed.***

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Presenter** Contact Information | | | | | **Recruiter** Contact Information ( if appropriate ) | | | | | | |
| Name | | | | | Name | | | | | | |
| Email | | | | | Email | | | | | | |
| Phone | | | | | Phone | | | | | | |
| Presenter Mailing Address | | | | | | | | | | | |
| **Presenter Biography** 75 words or fewer, 3rd person narrative (we reserve the right to edit for length and clarity) | | | | | | | | | | | |
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| **Class Description** 100 words or fewer (we reserve the right to edit for length and clarity) | | | | | | | | | | | |
| **Materials/supplies fee**: If needed, please include the amount per student in the description. | | | | | | **Required Text**: If there is a class text required, please include the title, author, and ISBN in the description. | | | | | |
| **Title of Class:** | | | | | | | | | | | |
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| **Schedule Preferences ­– August through December 2020** | | | | | | **Enrollment Min/Max:** | | | | | |
| **Number of classes:** | | | | | **Number of times each class will meet:** | | | | | | |
| **AM Options (eastern)**  Saturday classes are in the morning only and must be held offsite | | **\_\_\_9:00-10:15 \_\_\_9:00-11:45**  **\_\_\_10:30-11:45 \_\_\_11:00-noon** | | | **PM Options (eastern)**  Monday-Friday  Saturday and evening classes are limited | | | | | **\_\_\_ Noon-1:00**  **\_\_\_1:00-2:15 ­­\_\_\_5:00-6:30**  **\_\_\_1:00-3:45 ­­­\_\_\_6:00-7:30**  **\_\_\_2:30-3:45 \_\_\_6:30-8:00** | |
| **Dates:1st choice** | | **2nd choice** | | **3rd choice** | | | **4th choice** | | | | **5th choice** |
| **If this course is being presented at a location other than River’s Crossing, please include the location name and address here:** | | | | | | | | | | | |
| **Classroom Preferences** | | | | | | | | | | | |
| **Note**: Our classrooms are equipped with an iMac computer that can be used under Microsoft Windows 10 or Mac (High Sierra). The computers are equipped with Microsoft Office (Word, Excel, PowerPoint), Internet (IE/Firefox), Adobe Acrobat, mounted audio speakers, overhead projection, wireless microphones, PowerPoint advancers, whiteboards, flipcharts, and markers. If you need something other than a traditional classroom, please describe your needs. *If you’ll be using a Mac laptop and it doesn’t have an HDMI video port, you must bring your own adapter.* | | | | | | | | | | | |
| Would you like to receive feedback? \_\_ Yes \_\_ No  Will this class be presented via ZOOM? \_\_Yes \_\_No  Are you willing to accommodate a waitlist? \_\_Yes \_\_No | | | | | Would you be willing to live-stream your presentation to remote audiences? You will not be recorded or required to provide or operate the technology. \_\_Yes \_\_No | | | | | | |
| ***I agree not to advertise or sell any products or services to participants in my class: \_\_\_\_ (Type your initials)*** | | | | | | | | | | | |
| **For Office Use Only** | | | | | | | | | | | |
| **Code** | **Category** | | **#Sessions** | | **location** | | | **Fee** | **Schedule** | | |