



# OLLI Café Proposal Form



OLLI Café lectures are presented by volunteers who want to share their passion for a topic or special interest. The goal of OLLI Café is to offer presentations that provide information and knowledge to OLLI members. The program runs **on Fridays only** from 12:15 – 1:15 PM.

We suggest a fifty minute presentation followed by a ten-minute period of questions and answers, although you may arrange your presentation differently to fit your subject and style. If you will use a different format please let us know in advance.

## DURING WHICH SESSION WOULD YOU LIKE TO PRESENT?

Fall \_\_\_\_\_ Spring \_\_\_\_\_ Year \_\_\_\_\_

Presenter Name: \_\_\_\_\_

Street Address: City/Town, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

## PROPOSED TITLE AND BRIEF DESCRIPTION:

## ABOUT YOU:

Please tell us a little about your background, and your interest and experience on the subject matter. Please be specific, as this information will be used as the program write-up.

**TECHNOLOGY:**

The room in which you will be presenting accommodates over 100 people. The following technology is available with advance request: microphone, computer, CD/DVD player, Cable TV, laptop port, Microsoft Office software (including PowerPoint), and internet Access. Images and videos are displayed on a large screen and on additional flat screens throughout the room. If you need to use technology or special equipment for your presentation, please give details here.

**ADDITIONAL NOTES AND SPECIAL REQUESTS:****I UNDERSTAND THAT:**

- OLLI is a non-credit educational program of the University of Connecticut.
- OLLI does not allow the promotion of any political, religious, or business interests.
- Pictures taken during OLLI Café may be used to promote OLLI.

**PRINT NAME:** \_\_\_\_\_**SIGNATURE:** \_\_\_\_\_**DATE:** \_\_\_\_\_