



Speaker Information Form

Purpose of this form: Help us get this series brochure out on time and prevent audio-visual glitches by gathering the necessary information at least three months prior to the first lecture of the series.

Series name or title: _____

Date of Lecture: _____ **Deadline for Information:** _____

Title of the Speaker's Presentation:

Short bio of the speaker (limit to 75 words):

Short description of the speaker's presentation (limit to 75 words):

Will you allow us to videotape your lecture? Yes _____ No _____

Speaker's full name: (The way it should appear on the brochure.)

Speaker's Professional Title/Degrees:
Note: If Emeritus Professor, the title he/she prefers to use after his/her name

Speaker's Department, College, and University:

Speaker's Office Address (full address please; this will be used to mail brochure):

Speaker's Home Mailing Address, if preferred by speaker:

Speaker's Telephone #: _____

Speaker's Mobile Phone #: _____

Speaker's Email Address: _____

Speaker's Fax Number: _____

Please return via email or regular mail to: [to be filled in by OLLI contact person]

[Name] _____

[Street Address] _____

[City, State and Zip code] _____

[E-mail address] _____

[Telephone] _____

Presentation Needs (please check the ones that apply):

****Note: There is wireless internet access at the Washtenaw Community College****

- PC with Powerpoint (OLLI can provide)
- Speaker-provided Mac Notebook with a connector
- LCD or DLP (Data) Projector
- Easel
- DVD Player CD Player
- Other media or equipment: _____
- If you have handouts, will OLLI office need to make copies? Yes ___ No ___

- Will you provide your own handouts? No ___ Yes___ **[must present receipt to be reimbursed]**

- Will you want a set up for promoting the sale of your published material (a book, etc.) either at the lecture or /and with a local bookstore? Yes___ No___

List any other accommodation(s) that you will need:

Could you be our guest for lunch after the lecture? Yes ___ No ___

Thank you for your cooperation in filling out this Speaker Information Form. We are grateful that you have accepted our invitation to be a speaker in our lecture series. I look forward to serving as your Contact Person to meet your needs. You are welcome to contact me with any concerns.