

 **Five College Learning in Retirement**

2018 SUMMER MINI SEMINAR or WORKSHOP PROPOSAL

The summer seminar/workshop program is a newly established program, in its first (experimental) year. The format is entirely up to the moderator. Classes can meet from 1 to 5 weeks between **July 16 and August 31, 2018**. Meetings may be a few consecutive days, weekly, single meetings, or another arrangement that suits the topic. Please indicate if a specific venue is required, otherwise we will designate a location.

Instructions *All starred fields on this form must be completed. Please complete both sides of this form. The total number of words in the "subtitle", "purpose", "description", "resource" and "participant roles" fields may not exceed 400. Individually, these fields have limits that add up to more than 400 words to allow you to distribute your total according to your needs. The number of words actually typed into each field will appear below the box as you type; for example, 56/150 means you have used 56 of the 150 words allowed for that box. The text in these fields will be transcribed verbatim into the LIR seminar catalog, so please compose your answers with potential participants in mind.

***PROPOSAL** (check one) Summer Seminar____ or Workshop____

***SUBMISSION DATE** __/__/__

***STARTING DATE:**_____ ***DURATION (# OF WEEKS) (1-5)** ____

***MODERATOR (SUBMITTER)** _____

*Phone number (____) ____ - _____ *E-mail _____

CO-MODERATOR _____

Phone number _____ E-mail _____

CO-MODERATOR _____

Phone number _____ E-mail _____

***TITLE OF SEMINAR OR WORKSHOP** (Maximum 30 Characters)

SUBTITLE (Maximum 15 words) _____

PURPOSE OF PROPOSED SEMINAR (Maximum 50 words)

DESCRIPTION OF SEMINAR/WORKSHOP (Maximum 250 words)

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MAXIMUM NUMBER OF PARTICIPANTS (*including moderator(s), but not including emeritus auditors*)

WILL YOU ACCEPT EMERITUS AUDITORS (*in addition to participants*) Y / N **HOW MANY:**

ROLE OF PARTICIPANTS (Maximum 80 words)

PUBLICATIONS & RESOURCES (*author, title, edition, if applicable – Maximum 50 words*)

RELEVANT INFORMATION ABOUT THE MODERATOR (Maximum 50 words)

SCHEDULING *PLEASE DESCRIBE THE SCHEDULE IN DETAIL:*

	Mon.	Tues.	Wed.	Thurs.
A.M.	_____	_____	_____	_____
P.M.	_____	_____	_____	_____

LOCATION PREFERENCE (*please indicate your first and second choices*)

Amherst College____ Hampshire College____ Mt. Holyoke College____
Smith College____ UMass____ Other (*specify*)_____

FACILITY REQUIREMENTS (*AV, kitchen, specialized work area*)

OTHER INFORMATION FOR CURRICULUM COMMITTEE
