Adventures in Lifelong Learning (ALL)

UW-Parkside, Tallent Hall

900 Wood Road, Box 2000, Kenosha, WI 53141-2000

To: Date:

Thank you for accepting our invitation to speak at ALL. We are an adjunct of the University of

Wisconsin – Parkside’s Continuing Education and Community Engagement (CECE), and are a dedicated group of (mostly) retired people who believe in our title. This letter is to confirm the arrangements we have made informally. We are looking forward to your presentation, which will be one of our regularly scheduled twice-monthly lectures. We do not offer stipends, but can make arrangements to reimburse for travel expenses for speakers who come from some distance.

DATE:

TIME: 2:00 - 3:30 p.m.

PLACE: The Cinema, in the Student Center

University of Wisconsin – Parkside

900 Wood Road (also 30th Ave. and/or Hwy. G)

Kenosha, WI 53144-2000

We will send you a map and parking information nearer the date of your presentation.

If you bring handouts for distribution at the lecture, please plan on having an audience of about 75 to 100. If you want us to make copies of material for you, please get it to our office at the address noted on the letterhead at least two weeks prior to your presentation. The Cinema has excellent AV equipment. If you plan to use PowerPoint, we suggest that you bring your data on a flash drive and use the computer in the Cinema.

We are asking for some information about you and your presentation (see the attached form), which will be used for our SEMESTER LECTURE SCHEDULE, for press releases, and for your introduction at the meeting.

And we ask, please send us - at your earliest convenience - at least some “basics”. (You may use the attached form, or send the information via e-mail. You may keep this letter for your future reference.)

Thanks!

Member, ALL Lecture Committee

My address:

My phone:

My email:

8/2016