Adventures in Lifelong Learning (ALL)

UW-Parkside, Tallent Hall,

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

GUEST SPEAKER INFORMATION

(Please complete this form and return via email or standard mail. Addresses are on the cover letter. Your quick attention to this will help as we plan for our next Semester Lecture Schedule. More detailed information can be sent later.)

Speaker’s Name: Presentation Date:

1. Title for your presentation:

2. Description of Presentation:

3. Any Special Equipment Needs: (A screen & data/video projector are in the Student Center Cinema. If you are using PowerPoint, it is easier to bring just your data and utilize the Cinema’s equipment in order to avoid any problems with incompatibility. (Please note any visuals you plan to use.) Contact the Technology Group to provide the date, time and location for this event.

4. Short Biography: (you may want to attach a more complete description on a separate document)

5. Speaker’s contact information:

Address:

Email: Phone:

6. Recording of Presentation:

\*\* I hereby \_\_\_ do / \_\_\_ do not agree to have my presentation recorded in video and/or audio by Adventures in Lifelong Learning.

\*\* I hereby \_\_\_ do / \_\_\_ do not agree to have my recorded presentation used for local access television programming in Kenosha and/or Racine.

7. Speaker’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

If we do record your presentation, a copy will be provided for you.

2/2015