

Presenter Resources

Thank you for your interest in presenting for OLLI@UGA. I have included some items below that might be helpful when considering whether you would like to volunteer your time as a presenter. **Please keep in mind that presenters do not receive monetary compensation. Also, we cannot permit the selling or advertising of any products or services to participants in your class.**

We accept all class proposals via [this link](#). If you have any questions about the form, please do not hesitate to contact the office at 706-542-7715 or OLLI@UGA.EDU. Our class model is typically a la carte, or for one session. It has been our observation that classes that meet for more than three sessions tend to struggle with enrollment. This is especially true for newer presenters. However, we happily consider multi-session courses case-by-case.

We schedule on a first come first serve basis. We recommend including as many dates as you are comfortable offering as this greatly helps our scheduling efforts. We are always willing to work with you if your schedule is limited. Around two weeks after the submission deadline is met, I will send all presenters an email asking them to confirm the selected schedule. I will send a final email one to two weeks prior to class as a reminder.

If you plan to present via Zoom:

OLLI@UGA utilizes live internet based video conferencing. What you will need is access to a laptop or desktop computer with a built-in or available video camera and a reliable internet connection. **We will email you a Zoom link invitation on the day of class 20-30 minutes before class begins.** A member of staff will attend to provide technical assistance for the entire presentation. We record all Zoom classes unless you request otherwise. If, after viewing [this instructional video](#) on how to set up Zoom, you still have questions, please email OLLI@UGA.EDU to schedule a private technical support session with staff, or to let us know you need to present from the River's Crossing location.

If you plan to present from River's Crossing (850 College Station Road, Athens, GA 30602)

Please arrive around 30 minutes early so that we may provide you with a guest-parking pass and so that we have ample time for tech set up. OLLI tags are not necessary for offsite courses and not applicable to other UGA lots. Most of our classes are taught on the main level of the River's Crossing building. You are welcome to arrange a visit to this location for a tour.

Staff set up rooms 15-30 minutes in advance. Arriving earlier than that does not guarantee access to the room if there is a class ahead of you.

Each classroom has an iMac computer that can be used as Microsoft Windows 7 or Mac OS X. They have Microsoft Word, Excel, PowerPoint, the internet (IE/Firefox/Chrome), and Adobe Acrobat. The rooms are also equipped with mounted audio speakers, overhead projectors, wireless microphones, PowerPoint advancers, and whiteboards. If you use a Mac laptop without an HDMI port, you will need to bring an adapter. The office will be happy to assist you with any technology as needed. We encourage our presenters using technology to email a copy of their presentation (a couple of days ahead of the first class meeting). We are happy to preload the presentation and have it ready for your arrival.

If you plan to present “offsite”

Please include the address, any specific directions or parking instructions, and any special considerations you would like us to pass along to members, such as appropriate apparel, on the course proposal form.

Lunch and Learns

All Lunch & Learns are held at [Trumps Catering](#) on Tuesdays from 11:30AM-1:30PM. Lunch and technical assistance will be provided. Parking is free. These slots are limited. If you would like to be considered for a Lunch & Learn, please indicate this by checking the box on the course proposal form. The Curriculum Committee will review your submission to determine if it is a good fit for this venue and we will let you know in our “schedule confirmation” email sent out 1-2 weeks after the submission deadline.

Class Hosts (not all classes will have hosts)

If a member volunteers to host your class, they may contact you around one week before your scheduled presentation. On the first day of class, they will introduce you based on the biography you provided on your course proposal form, or information in addition to your biography. You are welcome to provide them with alternate material. They will also manage the sign in sheet and make any OLLI related announcements. It has proven very helpful for the host and presenter to arrive at least 20 minutes early to class on the first day.

Distribution of class material or information to be shared

We encourage our presenters to email class material including any instructions to OLLI@UGA.EDU. The office can forward these emails out to the class on the presenter’s behalf. After the class, many presenters will also share their presentations; we can distribute a pdf copy of this as well.

For physical copies of a handout, we have arranged with the UPS stores at Beechwood on Alps Road and Georgetown Square on Barnett Shoals Road to provide **black and white copy service** with no out-of-pocket expense for presenters. Use the highest resolution available for images and save the document as a PDF. Email it as an attachment to OLLI@UGA.EDU. Include the number of copies you need, double or single sided, staple/not staple, the date/time that you will pick the documents up, and the location you would prefer to use. The OLLI office will email the document to the preferred store and the presenter will pick up the copies and sign for them.

If you plan to require registrants to read texts, we recommend providing an ISBN# or a link to the text in your proposal. We will distribute this information to registrants so they may make their own purchase ahead of class.