

# Information for LifeLong Learning Presenters

Thank you for your interest in the LifeLong Learning Program (LLP). The information presented here is to assist you in developing a presentation for our program.

## **Proposal**

Anyone interested in offering a presentation must prepare a Course Proposal Form available on the Colgate/LLP website: <https://www.colgate.edu/community/lifelong-learning>.

## **Audience**

The members of LLP are a sophisticated, diverse group with a wide variety of backgrounds and work experiences. Many—but not all—are retired and live either full-time or part-time in the greater Hamilton area. As adult learners, our members are engaged, educated people who enjoy learning about new ideas, insights, and perspectives on a variety of topics. They expect and appreciate ample opportunities for questions and discussion. We therefore ask speakers to design their presentations as an informal lecture or talk with visual illustrations, hands-on activities (if appropriate), and plenty of time for comments and conversation.

## **Schedule**

We will work with you to decide on a date for your presentation and will accommodate your schedule as much as possible. Once a class is scheduled, it will be advertised on posters around Hamilton, in local media, in email messages to our membership, and on our website. Once a class is scheduled, we ask you to avoid asking to change the published dates and/or times. If an emergency happens and you need to make a change, please leave a message as soon as possible at [llp@colgate.edu](mailto:llp@colgate.edu) or 315-228-6623. We will be in touch with you about possibilities; please do not make or announce any changes on your own.

## **Services and Equipment**

We will make every effort to provide all the materials and necessary equipment for your class. If you need photocopies of handouts you plan to distribute, please email them to [llp@colgate.edu](mailto:llp@colgate.edu) at least 15 days prior to your class. We reserve the right to limit the number of photocopies. If you need materials put on reserve, please make arrangements with the Hamilton Public Library. We provide equipment to assist with teaching your course (such as a laptop, projector, and speakers). When you submit your Course Proposal Form, please let us know about the equipment you will need for your course. The LLP Curriculum Committee will provide a host for your class. She or he will contact you in advance about an introduction, assist you on the day of the class, distribute materials, and help with room setup.

Thank you very much for your participation and for your interest in the LifeLong Learning Program.