

TO THE PROGRAM COORDINATOR: U3A Adelaide59 Regent St Sth, ADELAIDE 5000

(For items marked #, please refer to Explanatory Notes on the reverse of this form.)

Tutor Name: _____

Address: _____ Postcode: _____

Phone No: _____ Email address: _____

Title of course :(Maximum of 3 words) _____

Course Synopsis[#], including a brief personal background statement for new tutors, and, if applicable, any course pre-requisites[#], up to a maximum of 50 words:

Theme: (eg Language; Art; History; Music; Literature, Science & Technology): _____

Frequency (Once only/Weekly/Fortnightly/Four-weekly): _____

Number of meetings[#]: _____

Duration of meetings[#]: _____ minutes. (usually 90 - 120 minutes)

Preferred Days of Week: _____

Preferred Starting Date[#]: _____

Preference for AM/PM: _____ Preferred Starting Time: _____

Known Significant Breaks[#]: _____

Maximum No of students[#]: _____

Equipment Needed [#] : _____ Do you need training? [#] _____
Are you familiar with all pieces of equipment that you intend to use?: _____

Fee[#]: \$ _____

FOR COURSES PROPOSED TO RUN IN SESSION 1 2017, PLEASE RETURN THIS FORM BY FRIDAY 21 OCTOBER 2016. FOR SESSION 2 2017, THE DUE DATE IS FRIDAY MARCH 17, AND FOR SESSION 3 2017, FRIDAY JUNE 16.

For more information, please contact Adriaan van der Wyst, Program Coordinator (0413 955 583 or adriaanx@bigpond.net.au).

COURSE PROPOSAL 2017: EXPLANATORY NOTES

Course Synopsis: This field is now set at a maximum of 50 words in order to economise on publishing the newsletter in hard-copy form.

Course Prerequisites: Some courses, for example, languages, may require proficiency in the language, eg "able to speak the language".

Number of meetings: The planned number of times the tutor intends to instruct the class. All instruction will conclude by Friday 24 November 2017. This information will assist the time-tabling process; particularly in cases where classes are not held weekly.

Duration of meetings: The length of each meeting or class period in minutes.

Preferred Starting Date: The actual start date will be negotiated with the tutor.

Known Significant Breaks: Please indicate if you plan to have any breaks in your subject which will go over a number of weeks, not including school holidays. If your class will take school holidays please include this statement in the synopsis.

Maximum Number of Students: This is independent of the maximum size determined by the venue, but is dependent on the nature of the instruction, as determined by the tutor.

Equipment Needed - Training:

Standard equipment that we can offer consists of:

Audio Visual - main system (in main room upstairs):

- An AV Cabinet with versatile connection capabilities (capabilities outlined below).
- Roof mounted Data Projector (DP) and screen.
- The system will play audio through ceiling mounted speakers.
- Additional system hardware includes
 - a Computer which runs PowerPoint.
 - a Blu-Ray video player.
 - An integrated video cassette and DVD player
- The system will accept external laptop or DVD players provided they have either HDMI (preferred) or VGA connections.
- The system will play auxiliary audio from a standard headphone socket.
- The system allows the use of a headset microphone and hand held microphone, both of which are permanently connected and may be operated together.

Additional AV equipment (mainly for use in downstairs rooms)

- Trolley mounted computers and DVD players with both TV screens or Data Projector options.
- A Blu-ray and "standard" video players.
- Several CD players, one of which will play audio cassettes.
- A 35mm slide projector
- OHP (overhead projector)
- Screens for OHP, DP or slide projector.

Additional PA Systems

- Lightweight headset microphone
- Hand held microphone
- Amplifier speaker unit

If you will need to use any of this equipment, please let us know well in advance as setting up all of the components may not be possible at short notice. Please also state if you think you will need training. For further advice on the equipment please contact the Audio Visual Manager, Roger Bills (8333 2179 or 0429 332 179 or 60plus@gmail.com).

Fee: Do not include incidental items such as photocopying; include fees to be paid for outside visits.