APPENDIX C
REUNION 2019 • May 29 – June 2, 2019 • Class Program Information

Reunion Program Chair: ___________________________ Class: ___________

PROGRAM TITLE: __________________________________________________________

DESCRIPTION: Please provide a brief (no more than 150 words) program description for publication in the final program. Include participants’ names (alpha order), classes, and titles (names are not included in the word count).

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Use the reverse side of this form if you need more space for program information.

Preferred Location: ___________________________ Day and Time: _____________________

Locations are assigned by the college based on all requests and AV requirements. Class programs will be scheduled on both Friday and Saturday of Reunion. Please tell us if a speaker can speak only at stated day/time.

Program Audio Visual Needs:

For specific technical questions related to our audio visual capabilities, contact John Kunhardt, classroom technology manager, at 413-542-2149 or jwkunhardt@amherst.edu.

Please put an “x” next to the equipment you are requesting.

____ P.A. System (microphone depends on size of lecture room)
____ LCD Projector/Screen (select locations only) _____ Sound for LCD presentation
____ DVD/Projector or TV
____ I will require a college computer for my presentation. (Please bring presentation on USB drive. Classroom computers can read both Mac and PC files)
____ I will bring my own laptop for my presentation. (If using Mac – bring your VGA adapter.)

Other: ____________________________________________________________________

Additional Needs: (tables, chairs and water/glasses will be provided)

____ Lectern _____ White Board/Chalk Board Other: ____________________________________________________________________

Alumni and Parent Programs will coordinate all requests and prepare the final schedule based on room and equipment requirements/availability, competing or compatible subject matter, etc.

PLEASE RETURN (preferably by email) by Friday, March 1, 2019 to:
Amherst College • Alumni and Parent Programs • PO Box 5000, Amherst, MA 01002-5000
(413) 542-2313 office • (413) 542-2042 fax • reunion@amherst.edu