

# APPENDIX B

## REUNION 2020 • May 27–31, 2020 • Class Program Information

Reunion Program Chair: \_\_\_\_\_ Class: \_\_\_\_\_

**PROGRAM TITLE:** \_\_\_\_\_

**DESCRIPTION:** Reunion Program Committees are responsible for developing class-sponsored panels and lectures that foster community, connection and intellectual engagement. 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). Program descriptions may be edited to fit the Amherst College Editorial Style Guide and for content.

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*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 Sunday, March 1, 2020 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**