

APPENDIX B—Sample Program Form
REUNION 2023 • May 31–June 4, 2023 • 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.

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, please contact your class liaison.

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 Wednesday, March 1, 2023 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