The Boston College Alumni Association Alumni Education program welcomes proposals for workshops, lectures and seminars from alumni and friends of Boston College. We seek to offer a diverse program of offerings each semester for all alumni throughout the life span.

Please Note:
- Submission of this form does not guarantee acceptance.
- If your proposal is accepted we thank you for giving back to Boston College in this way. No stipends are available for guest presenters. (We may be able to provide some transportation costs for out-of-state guests.)
- Alumni Education program schedules are set approximately 4-6 months in advance.
- You must complete all sections prior to submission. Please provide a clear description for each section.
- Questions? Contact Jean at jean.chisser@bc.edu or 617-552-1607.

Name ____________________________________________________________ Class Year ____________
Phone ___________________________________________ Best time to contact you ________________________
Email ______________________________________________________________________________________

Section I: Your Program Suggestion
Proposed Title:

Description:

What will people learn by attending this program?
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Who is the target audience? (Please list all possibilities, for example: parents of young children; educators; young professionals, older adults, professionals in a certain field(s), managers, job seekers, etc.)
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Section II: Event details and logistics
Optimum length of program:

Section II is continued on the next page.
What time(s) are you available to offer this program? (We offer programs during the lunch hour, at night, and occasionally on weekends. Please note your preferred time of day/week to offer this program.)

What equipment will you need? (Please check all that apply.)

- □ Podium
- □ Microphone
- □ Hand held mic
- □ Clip on/hands-free mic
- □ PowerPoint capability
- □ Access to the internet
- □ Handouts/copies for participants (If so, how many pages? We will make copies for all participants if we receive originals at least 3 days in advance.)
- □ Pens/pencils for participants
- □ Table(s)
- □ Other: (please list/describe)

Section III: Your Credentials
(What makes you qualified to offer this program? You may either list your qualifications here or attach a resume.)

(Please write a short bio (1-3 sentences) for use in our promotional materials.)

Section IV: References
(Please list 2 references familiar with your work that we may contact.)

Reference Number 1:
Name:
Title: Company:
Phone: Email:
How long have you known this person?
How do you know this person?

Reference Number 2:
Name:
Title: Company:
Phone: Email:
How long have you known this person?
How do you know this person?

Please submit this form to Jean Chisser, Associate Director of Special Services: jean.chisser@bc.edu.