

Here is some information that may be helpful.

Course catalogs are published in advance of each class term: January to April, May to August, and September to December. The deadline for submitting proposals is one month before each term. So, the Spring deadline is Dec. 1, Summer deadline is April 1, and Fall is August 1. Templates for course proposals are available on the PILLAR website. Fill out the proposal and email it to the executive director at [director@pillarinstitute.org](mailto:director@pillarinstitute.org). A mutual date will be scheduled. The executive director if you are interested in attending another class. As a reminder, there are no walk-ins. If you invite people to attend your class, they need to register with PILLAR.

Attendees enjoy engaging in discussions with the presenters. Responses to attendee comments and questions seems to work best by reserving 15 to 20 minutes at the end of your presentation. However, you should inform attendees during your introduction that short clarifying questions are encouraged at any time. You can always defer longer answers to the end of your presentation with a short response during your presentation. Always remember to thank attendees for their comments and questions, whether you agree with them or not.

Don't get dragged down a rabbit hole with additional detailed questions. It's OK to say things like "I don't know" or 'let's move on.' Sometimes an attendee may want to engage in a one-on-one discussion with you that may not be of interest to most attendees (or to you). Avoid engaging in debates with attendees. Thank them for their comments and move on. You can invite an attendee to meet after the presentation for further discussion, if you desire to do so.

Most PILLAR presenters use PowerPoint slides attached to the large-screen TVs in the classroom.

- Slides are not required, but most attendees find it easier to follow presentations with slides as visual aids.
- Maps, textual slides, photographs, and other clarifying materials are welcomed.
- Summarize the material on your slides. Do not read your slides to them.
- Use large fonts (e.g. 24-point Times New Roman or Arial) with spacing between a few main points per slide. It is better to have more slides with less material per slide than fewer dense slides.
- It's good practice to trial run your slide to judge timing and to have some additional backup slides if you need them.
- If you have video in your presentation, you do need to contact the director and practice before the class.
- Attendees expect one and a half hour to two-hour presentation.
- Finally, your slides remain your Intellectual Property. You can share your PowerPoint with the executive director to send out to the attendees, but you do not have to.

As a reminder, PILLAR policies restrict any selling or expressing personal political views during the class. As a learning institute, we value sharing both sides of a topic, so please make your presentation balanced. Also, PILLAR's policies restrict the sharing of contact information of the instructor and participants, unless permission is given.

Thank you for teaching for PILLAR.