** Date: \_\_\_\_\_\_\_\_**

**2024 PILLAR Class Proposal Form**

**Please return the following completed pages to PILLAR at** [director@pillarinstitute.org](mailto:director@pillarinstitute.org)

***WHY TEACH FOR PILLAR?*** *Join other retired or current college professors, educators, and other talented professionals who teach for PILLAR. The rewards for teaching for PILLAR are innumerable. Many PILLAR presenters have reported that their classes have been the richest teaching experiences of their lives.  PILLAR class participants are intelligent, vibrant, and engaging.  In addition, for many instructors, this is an enjoyable time to teach without grades, homework, papers, or exams while having lively discussions with class participants who enjoy learning.*

As a small nonprofit, we cannot afford to pay our talented instructors. However, PILLAR would like to offer 3 free classes in the same term for which the instructor is teaching and hope it will add to the overall teaching experience. Email the director to register for the 3 free classes.

**Policies:** PILLAR classes are intended to be learning experiences for our participants. Classes are not intended to be client recruiting or selling opportunities for business products or services. Thank you for understanding.

**Choice of teaching either in person or on Zoom. PILLAR will no longer videotape classes.**

**In Person:**

**Internet:** Internet is accessible through the building’s Wi-Fi.

**Conference Room Equipment:**  TV with HDMI hookups, white board, coffee, water.

**Other available AV Equipment from the PILLAR office:**  CD player, slide advancer, flip charts.

**Arrival and Departure Time:** We will reserve the conference rooms for 2 hours. For example: 10:00am-12:00pm, so class will start as soon as the laptop is connected to the TV around 10:05/10:10am. We want you there at 10am, not before. It should take no more than 5 minutes to hook up the laptop to the TV and then the class can start. And we must vacate the room at 12pm. This should give you close to 2 hours to teach. Plan to teach for 90 minutes and use the rest of the time for Q&A.

**Handouts:** Email any handouts to the director and they will be emailed out to the participants.

**Presentations:**  In our new facility, laptops will be connected to a TV. The TV will have a clearer, brighter picture, but the screen is smaller than a projection screen. Therefore, limit the wordage on your slides. PowerPoints are not required. Many instructors teach without them. If you will be using a PowerPoint, please send it to director@PillarInstitute.org and we will have it ready to go for your class on our laptop. If you are using Keynote or need to use the Internet, please inform us in advance.

**Registrations Minimums and Maximums:**  Since each conference room is reserved and paid for by size, classes may be canceled if the minimum registrations are not made. Occasionally, classes may be held at a different location. Also, there are a maximum of chairs, so all accompanying spouses, etc. must be registered for a guaranteed seat. Just call the office and let us know. There are no walk-ins, please.

**NEW PILLAR Classroom Location:**  6385 Corporate Dr Suite 200, Colorado Springs, CO 80919 (Across from Furniture Row.) Park on the north side of The Resource Exchange building and enter the lobby. Once you are inside the main lobby, the PILLAR office is down the first hallway to the right and the conference rooms are adjacent to the lobby. There is a receptionist in the lobby, if you need directions.

**Presentation**

**Presentation Title (for the catalog):**

**Short class description for the catalog: (PILLAR reserves the right to edit when necessary.)**

**Brief Presentation Outline:**

**Scheduling**

**Class length:** 90 minutes to 2 hours long.

**Days:** Tuesday, Wednesday, Thursday, 10:00am - 12:00pm or Monday 1:00pm - 3:00pm (includes setup time/coffee time and end time)

**Months Preferred: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Dates Preferred: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Will you teach via Zoom? \_\_\_ or In Person? \_\_\_**

**Are you using a MAC laptop?\_\_\_\_\_ Do you need to access the Internet? \_\_\_\_\_**

**Is there anything else you would need? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Instructor Bio Information**

***Current Contact Information for our office. (Please Type)***

**Name:**

**Address:**

**City/State: Zip Code:**

**Phone Number: Cell Number:**

**Email Address:**

**Last Degree Received:**

**Major:**

**Where received:**

**Next Degree:**

**Major:**

**Where received:**

**Relevant Work/Volunteer Experience:**

***Thank you for volunteering to teach for PILLAR Institute for Lifelong Learning***

**PILLAR Institute, % New Altitude, 6385 Corporate Dr., Suite 200, Colorado Springs, CO 80919**

**719.633.4991 https://www.PillarInstitute.org** [**director@PillarInstitute.org**](mailto:director@PillarInstitute.org)

**11/1/2023**