

## Propose a 5CLIR Spring or Fall Seminar or Workshop

*All starred fields on this form must be completed.*

*Some of the fields have word limits as indicated below, to ensure that your seminar or workshop proposal will easily fit on one Preview Catalog page. The number of words actually typed into each field will appear below the box as you type; for example, 56/150 means you have used 56 of the 150 words allowed for that box. The text in these fields will be the basis for the language in the LIR seminar catalog, as approved by the Curriculum Committee, so please compose your answers with potential participants in mind. You will have an opportunity to provide additional, detailed information for posting on the LIR web site.*

Submission Date (today's date) \*

Proposal for (select one): \*

- Fall Seminar
- Fall Workshop
- Spring Seminar
- Spring Workshop

Is this proposal: \*

- The first submission of a proposal
- A revision of a previously-submitted proposal

If this is a revision, indicate where the change(s) are under "other relevant information" below)

*Going forward, 5CLIR anticipates that both on-line and in-person seminars and workshops will be offered.*

*Please indicate your preference below.*

Format preference:

- Online only
- Online preferred
- No preference
- In person preferred
- In person only
- Hybrid (please provide details under "other relevant information" below)

*The normal LIR "semester" runs for ten weeks, with an eleventh week available to make up a snow day if necessary. Seminars and workshops usually start near the end of September in the fall or the end of February in the spring. See the monthly LIR newsletter or on-line calendar for exact dates. For a standard 10-week seminar, enter*

*"starting week" = 1 and "number of weeks" = 10 below. You may choose to offer a shorter seminar or workshop that starts in week 1 or later.*

- Starting week (1-10): \*
- Number of weeks (1-10): \*

**Note that only current members of LIR may moderate a seminar or workshop.**

Moderator's name: \*

Email address: \*

Phone Number \*

If seminar/workshop has co-moderators, second moderator's name:

Email address:

Phone Number:

*A moderator is given a first choice privilege (priority) for a seminar or workshop that they register for in the SAME semester in which they moderate. (Available to only one moderator if there is a co-moderator.)*

Moderator using the privilege:

Title (maximum of 35 characters, including spaces.) \*

Subtitle (maximum of 15 words; optional but strongly recommended)

Purpose: What will participants get out of this seminar/workshop? (maximum of 40 words): \*

Description of the seminar/workshop (maximum of 160 words): \*

Role of participants: What will be expected of participants? (maximum of 50 words): \*

Publications and other resources, if any, that will be used by all participants (e.g., authors, titles, and editions)

Relevant information about the moderator(s) to be included in the catalog (maximum of 35 words per moderator): \*

Maximum number of participants including moderator(s), but not auditors: \*

Are you willing to accept Emeriti auditors, in addition to the regular participants?  
(Assume assigned room will have sufficient space. No more than two auditors will be assigned to any seminar.)

*Emeriti auditors are 5CLIR members with at least a four-year history of seminar participation, who wish to participate in a seminar, but who feel, for a variety of*

*reasons, unable to prepare and make a seminar presentation or lead a discussion. Please specify any audit requirements (eg., expected to do required reading.)*

Days and times when moderator(s) would **NOT** be available:

- Monday morning
- Monday afternoon
- Tuesday morning
- Tuesday afternoon
- Wednesday morning
- Wednesday afternoon
- Thursday morning

Location preferences for in-person seminar/workshop (Check all that are workable for you. Please be as flexible as possible):

- Amherst
- Easthampton
- Northampton
- South Hadley
- Hadley

Facility requirements for in-person seminar/workshop, if any (kitchen facilities, AV capabilities, specialized work space, etc.):

Technical assistance requirements (e.g., a Zoom host or Zoom training) for online seminar/workshop:

Any other relevant information: