CALL Interest Group Description & Web Posting

Form to be completed in consultation with appropriate Interest Area Coordinator	
Title of Interest Group:	
Description: 1. Describe the general purpose/theme of your group. 2. State what is generally expected of participants, e.g. everyone gives a presentation, members take turns leading group discussions, topics are selected by all members, etc. 3. Note if there is preparation, e.g. pre-reading.	
Session Dates & Location: 1. When: day of the week 2. Times: beginning and ending e.g. 1:00-3:00 pm 3. Dates: frequency and number of meetings e.g. first and third Mondays of the month or actual calendar dates. 4. Where: location and address. If not wanting this on the web, indicate it will be provided upon registration. 5. Indicate if the location is <u>not</u> wheel-chair accessible and if there are parking restrictions.	
Registration Minimum / Maximum: 1. Specify minimum and maximum number of participants, if applicable. 2. State if drop-ins are welcome or once the group starts no additional participants can be accepted. 3. Indicate whether a waitlist will be established once at capacity.	
Facilitator(s): 1. Indicate who is facilitating. 2. Optional: a sentence or two describing their background.	
Registration E-mail Address: The e-mail address to be listed on web for registrations.	
Prepared by:	
Date Submitted:	

Submit completed **Description** to Area Coordinator

Please note:

- Any images sent to go with postings must be accompanied by permission to use them.
- Links to other websites connected to the posting must be fully provided.
- Webmasters need to be notified by Coordinators about when to take down postings.