

OCATE LECTURE SERIES 2002-2003

Request for proposal

During each academic year, the Oregon Center for Advanced Technology Education (OCATE) presents a series of free technical lectures for working professionals in the Portland area. In partnership with selected academic institutions we present speakers from industry, research and education, offering a wide variety of application oriented, cutting edge topics of interest to an increasingly diverse audience.

OCATE provides funds, facilities and marketing for the lectures. Our academic partners arrange and coordinate the lectures, make travel arrangements and host the speakers.

PROPOSALS

If you are interested in organizing a series of lectures with OCATE sponsorship, please submit a proposal for two to six related lectures to be presented during the coming academic year.

Include the following in your proposal (Please keep proposals to a maximum of three pages):

1. The topic or theme of the proposed lectures
2. A brief description of the series proposed
3. How this topic or theme will meet the needs of working engineers and/or computer scientists
4. The number of lectures being proposed
5. Identification of speakers, if known
6. Anticipated industry audience
7. A preferred time frame: fall, winter, or spring term —or a combination; preferred Friday dates/ times if known
8. Name of coordinator for the proposed lectures
9. Name of department/program and department chair

Issue Date: July 15, 2002

Response Date for Priority Scheduling: August 16, 2002

Respond To: Tom Corrigan, OCATE Education Programs Manager
18640 NW Walker Rd, Beaverton, OR 97006 • 503-725-2212; tomc@ocate.edu

ADDITIONAL INFORMATION

- Lecture coordinators propose a series of lectures, and when accepted, provide lecture arrangements and coordination, including speaker contract, travel arrangements, local transportation and accommodations for the lecturer.
- OCATE provides \$1,000 per delivered lecture to the coordinating department or program. This is intended to cover coordination costs associated with the lecture, including speaker travel, accommodation, and honorarium.
- OCATE provides marketing, facilities and other administrative services for each lecture.
- Lectures are held on Fridays at either 12:30 pm (brown bag lunch) or 4:00 pm at OCATE in Beaverton. Two lectures can be scheduled on one day if the topics are diverse enough to draw distinctly different audiences.
- There are 25 available Fridays between Oct. 4, 2002 and May 16, 2003. A calendar of open dates is available and will be accessible on the web site to lecture coordinators.
- Lectures are videotaped and available as streaming video in Real Media format.
- We encourage creativity in program development and are committed to working with our partner institutions to sponsor the best speakers available.

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