

UTC EXHIBIT & OPEN HOUSE: "What's New?"

This year's Open House will be open to ALL UTC faculty and staff.

Thursday, August 11, 2011

11:00 – 1:00 pm

University Center, Tennessee Room

Department Name: _____

Department Contact Name: _____

Department Representative: _____

Phone Number: _____ Mail Code: _____

Department URL: _____

Resources Needed for Exhibit (Please check all that apply.)

Table(s) Total number needed: _____

(NOTE: ONE skirted table will be provided for each exhibitor. Please note if you need more.)

Electrical outlets: Total number needed: _____

We'd like to offer short demo "training" sessions (NOTE: We are planning on having a demonstration area for departments to do short/15 minute training/demos. Check this box if you'd like your department to be scheduled for a demo session).

Other, please list:

Three main functions of the department (for a quick reference guide):

1. _____

2. _____

3. _____

Use what we had last year

Two "Bingo" questions faculty/staff need to know about your area.

Examples: Schedule classroom audiovisual equipment [Media Resources], Get information about teaching & learning [Walker Teaching Resource Center]

1. _____

2. _____

Use what we had last year

**Return completed form by July 28, 2011 to:
Walker Teaching Resource Center, Mail Code 4354, Fax: 423.425.4025**