



Dear POD Instructor,

Thank you for agreeing to teach for UW Professional & Organizational Development during [Quarter Year]. Your class is currently scheduled as follows:

«Code» «Title»
«Code»
«First\_Day» «Last\_Day»
«Time»
Roosevelt Commons «Room»

For information on POD's logistics and course materials production policies, please visit our Instructor Resources web page here: http://hr.uw.edu/pod/instructor-and-consultant-resources/instructor-resources/

Classroom Logistics Survey

To let me know about your materials and classroom needs, please type an X under YES or NO for each item below, then save this document and send back to me as an attachment by [DATE]. This survey will be used in lieu of the Catalyst Classroom Logistics Survey that POD has used in the past.

Table with 3 columns: Item, YES, NO. Rows include Name Tags, Name Tents, AV Requested (PC and LCD projector, Overhead projector, DVD player, TV/VCR, PowerPoint), Class Materials (This is a new course, I will heavily revise the materials, I plan on making minimal changes, I will be providing a copy-ready Word Document or PDF, Please use the most recent copy of the materials on file for this course, Other (specify):).

**Deadlines for Class Materials/Handouts**

If you have requested my assistance in revising your class materials, you will be hearing from me soon. If you plan on delivering copy-ready files, the deadline is [m\_2week]. Copy-ready files are ready to go directly to the copy center without any word-processing or further assembly. They can be copied "as is."

**What Happens Next**

About two weeks (m\_2week) before the class start date, you will receive a confirmation letter with specific classroom information.

We at POD appreciate your time and effort in preparing this course. If you have any questions or concerns, please don't hesitate to e-mail or call.

Thank you very much,

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