



UNITED BOARD FOR COLLEGE DEVELOPMENT

159 Forrest Avenue, N.E., Suite 514, Atlanta, Georgia 30303 Telephone: 404/659-6331

September 14, 1973

TO: Bell; Henry; Lott; Hearn

Dear Dr. Henry:

You are invited to participate in Educational Technology Symposium #1 on October 21-22, both as presenter and observer. The SHOW AND TELL theme intends to provide insight into Educational Technological events at Black institutions.

Your achievements through workshops and teamwork will inform participants of on-going efforts to improve instruction, and demonstrate practical application of those efforts. Presentations will probably be 1½ hours.

WHAT TO DO AS PRESENTORS:

- Bring "home-grown" materials
- Show slides of learning environment
- Discuss planning, preparation and implementation stages
- Describe your perception of the results of these efforts as they effect teachers and students

HOW TO DO IT:

- Two (or more) person teams are effective
- Don't read to the audience
- Provide means for audience participation if possible

Don't by-pass this opportunity to share your expertise and build self-confidence as well as respect from your colleagues. This is not a request for your participation as a consultant. I hope you will respond affirmatively by September 21 so that I can prepare a brochure for distribution. Call 404/659-6331. Say YES!

Sincerely yours,

Helen Matthews / d.m.h.

Helen Matthews, Ph.D.
Director
Educational Technology

HM:yb

