



2401 Plymouth Road, Suite C
Ann Arbor, MI 48105-2193

Telephone (734) 998-9351 • Fax (734) 998-9340
Email olli.info@umich.edu • Website www.olli-umich.org

2025-2026 Annual Lectures Committee Packet

Documents Reviewed and Revised 1/27/2025

Dear Lectures Committee Member,

Thank you for volunteering to be on the OLLI Lectures Committee.
Enclosed are materials that committee members have found to be helpful
in performing their work.

Committee Member Rosters and Calendars

1. OLLI Lectures Committee Roster
2. OLLI Lectures Committee Subcommittee Roster (for 2025-2026 season)
3. OLLI Lectures Calendar
4. Lectures Committee Meeting Schedule
5. The Deadlines for Brochure and Catalog Content Submission

Orientation to the Work of a Lecture Subcommittee

6. *Document Eliminated*
7. Road Map for a Successful Lectures Subcommittee Chair and for New Members
8. Summary of Typical Lectures Subcommittee Tasks

Planning and Management Tools

9. Speaker Planning List: Blank Template
10. *Document Eliminated*
11. Speaker Vetting Procedure for all OLLI Programs that Invite Speakers
12. *Document Eliminated*
13. Game Plan Template for In-Person and Zoom Speakers
14. Host for Zoom Speakers: Job Responsibilities
15. Host for In-Person Speakers: Job Responsibilities
16. Lunch Guidelines for In-Person Speakers
17. *Document Eliminated*
18. Moderator/Tech Support Tasks: Zoom Only

Documents for Communicating with Subject Matter Experts and Potential Speakers

19. First Contact Letter to a Subject Matter Expert (Sample)
20. First Contact Letter to a Potential Speaker (Sample)
21. Invitation to Present a Lecture (Sample)
22. *Document Eliminated*
23. Speaker Information Form for In-person and Zoom Speakers (SIF) (Template)
24. Reminder Letter for Zoom Speakers (Template)
25. Reminder Letter and Lunch Invitation to In-person Speakers (Template)
26. Washtenaw Community College Directions and Map
27. University of Michigan OLLI Letterhead

We hope you will read, utilize, and refer to these materials as needed. Electronic copies of this Annual Packet will be sent to Lecture Committee members by Jim MacBain, Lectures Committee Chair. Individual Word files of these documents are available from your subcommittee chairs/co-chairs or by emailing a request to olli.info@umich.edu.

Best,

Jim MacBain, Lectures Committee Chair: Sept- Dec 2025, Sept - Dec 2026

Katherine Woo, Lectures Committee Chair: Jan - May 2025, Jan- May 2026

OLLI Lectures Calendar 2025- 2026

September
Tuesday, September 9, 10:00am-AGDLS 1 (Alfred Gourdji Distinguished Lecture Series)
Thursday, September 11, 10:00am-TLS 1:1 (Thursday Lecture Series)
Tuesday, September 16, 10:00am-C 1 (Conversations)
Thursday, September 18, 10:00am-TLS 1:2
Thursday, September 25, 10:00am-TLS 1:3
October
Thursday, October 9, 10:00am TLS 1:4
Tuesday, October 14, 10:00am AGDLS 2
Thursday, October 16, 10:00am-TLS 1:5
Tuesday, October 21, 10:00am- C 2
Thursday, October 23, 10:00am-TLS 2:1
Thursday, October 30, 10:00am-TLS 2:2
November
Thursday, November 6, 10:00am-TLS 2:3
Tuesday, November 11, 10:00am-AGDLS 3
Thursday, November 13, 10:00 am-TLS 2:4
Tuesday, November 18, 10:00am-C 3
Thursday, November 20, 10:00am-TLS 2:5
December
Tuesday, December 9, 10:00am-AGDLS 4
January
Thursday, January 29, 10:00am-TLS 3:1
February
Thursday, February 5, 10:00am-TLS 3:2
Tuesday, February 10, 10:00am-AGDLS 5
Thursday, February 12, 10:00am-TLS 3:3
Tuesday, February 17, 10:00am-C 4

OLLI Lecture Calendar 2025- 2026 continued

Thursday, February 19, 10:00am- TLS 3:4
Thursday, February 27, 10:00am-TLS 3:5
March
Tuesday, March 10, 10:00am-AGDLS 6
Thursday, March 12, 10:00am-TLS 4:1
Tuesday, March 17, 10:00am-C 5
Thursday, March 19, 10:00am-TLS 4:2
Thursday, March 26, 10:00am-TLS 4:3
April
Thursday, April 2, 10:00am TLS 4:4
Thursday, April 9, 10:00am TLS 4:5
Tuesday, April 14, 10:00am-AGDLS 7
Tuesday, April 21, 10:00am-C 6
May
Tuesday, May 12, 10:00am-AGDLS 8
Tuesday, May 19, 10:00am-C 7

2025 – 2026 OLLI Lectures Committee Meetings

Committee meetings are held on the **3rd Thursday of
the month** unless otherwise indicated.

Thurs. September 18, 2025.	1:30 p.m. – 3:00 p.m.
Thurs. October 16, 2025.	1:30 p.m. – 3:30 p.m.
Thurs. November 20, 2025.	1:30 p.m. – 3:00 p.m.
Thurs. December 18, 2025.	1:30 p.m. – 3:00 p.m.
Thurs. January 15, 2026.	1:30 p.m. – 3:00 p.m.
Thurs. February 19, 2026.	1:30 p.m. – 3:00 p.m.
Thurs. March 19, 2026.	1:30 p.m. – 3:00 p.m.
Thurs. April 16, 2026.	1:30 p.m. – 3:00 p.m.
Thurs. May 21, 2026.	1:30 p.m. – 3:00 p.m.

Please send to OLLI Assistant Director, Ryan Luttermoser: lutterrj@med.umich.edu

Due Dates for Descriptions in Catalog: FALL - May 16, 2025 | WINTER/SPRING – Oct 16, 2026

LECTURE SERIES	DATE RANGE	BROCHURE DEADLINE	RECIPIENT
AGDLS #1	9/09/25 - 12/09/25	6/20/2025	Ryan Luttermoser
Proof to Printer		6/28/2025	
Final to Printer		7/12/2025	
In Members' Home		8/08/2025	
TLS#1 Country	9/19/25 – 10/24/25	6/20/2025	Ryan Luttermoser
Proof to Printer		6/28/2025	
Final to Printer		7/12/2025	
In Members' Home		8/08/2025	
TLS#2 Law & Politics	10/23/25 - 11/20/25	8/18/2025	Ryan Luttermoser
Proof to Printer		8/26/2025	
Final to Printer		9/06/2025	
In Members' Home		9/25/2025	
TLS #3 Science	1/29/26 - 2/26/26	11/03/2025	Ryan Luttermoser
Proof to Printer		11/14/2025	
Final to Printer		12/02/2025	
In Members' Home		12/22/2025	
AGDLS#2	2/10/26 - 5/12/26	11/03/2025	Ryan Luttermoser
Proof to Printer		12/13/2025	
Final to Printer		1/02/2026	
In Members' Home		1/12/2026	
TLS#4 Arts	3/12/26 - 4/9/26	1/13/2026	Ryan Luttermoser
Proof to Printer		1/20/2026	
Final to Printer		1/31/2026	
In Members' Home		2/10/2026	