



PUBLIC EDUCATION REQUEST FORM

1. Please complete this form in as much detail as possible.
2. E-mail the completed form to education@ohrc.on.ca, or send a FAX to 416-314-4985.
3. If you have any questions, call Shafiza Gangji at (416) 558-0748.
4. Normally, someone will contact you within 2 weeks. We generally request 6 weeks' notice for presentations.
5. Please note that the Commission may publish the name of your organization in its Annual Report.

A request for public education will be evaluated by the Policy and Education Branch according to the engagement's potential to:

- Deliver on the strategic objectives set out in the Commission's current strategic goals).
- Promote broad-scale prevention of Code violations and advancement of human rights.
- Significantly enhance the Commission's relationship with a strategic sector identified in the Strategy.
- "Train trainers" and to have a sustainable "multiples" effect in the target business or organization.
- Significantly reduce discrimination in a client sector and/or to decrease incidence of formal human rights complaints.

Information about the Organization

Detail	Information
Today's date	
Organization Name:	
Mailing Address:	
Email:	
Phone #:	
Fax #:	
Contact person, their position	
Date response from OHRC required by:	
Has your organization previously requested a presentation? If so, when?	
Please attach a brief description of your business (for example a profile of the organization, its mandate and objectives).	



Information about the Presentation

Detail	Information
Topic area(s):	
Type of presentation (speech, workshop, panel)	
Purpose and Context:	
Describe Audience:	Managers <input type="checkbox"/> Board members <input type="checkbox"/> Trainers <input type="checkbox"/> Placement Officers <input type="checkbox"/> Students <input type="checkbox"/> Other: _____
Details of engagement:	Date: _____ Time: _____ Duration: _____
Location of Speaking Engagement (if different from above):	
Is this facility accessible? *Please note that it is Commission policy to deliver presentations only in accessible facilities.	Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure <input type="checkbox"/>
Are there any participants or audience members with disabilities who require special accommodation or presentation formats?	
*Please note that where the Commission's participation is free of charge, it is the responsibility of the organizers to accommodate the special needs of participants and to ensure that the Commission is advised of any such needs.	