



## PUBLIC EDUCATION REQUEST FORM

1. Please complete this form in as much detail as possible.
2. Fax the completed form to (416) 314-4533. Or e-mail to [education@ohrc.on.ca](mailto:education@ohrc.on.ca)
3. If you have any questions, call Dawn Madassa at (416) 314-4507.
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

Date:

|  |                                       |
|--|---------------------------------------|
| Organization Name:<br><br>Mailing Address:   | Phone #:<br><br>Fax #:<br><br>e-mail: |
| Contact person: _____ Position: _____  |                                       |
| Date response from OHRC required by: _____   |                                       |
| Has your organization previously requested a presentation? _____ If so, when? _____  |                                       |
| <b>Please attach a brief description of your business (for example a profile of the organization, its mandate and objectives).</b> |                                       |



**Information about the Presentation**

|  |   |
|--|---|
| Topic area(s):   |   |
| Type of presentation (speech, workshop, panel)   |   |
| Purpose and Context:   |   |
| Describe Audience: (Managers? Board members? Trainers? Placement Officers? Students? etc.)   |   |
| How many people do you expect will attend?   | Is this event being planned as a result of settlement of a complaint?<br><div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span>Yes</span> <span>No</span> </div> |
| Date of engagement:  |   |
| Time of presentation:  | Duration:   |
| Location of Speaking Engagement (if different from above):   |   |
| Is this facility accessible? <div style="display: flex; justify-content: space-around; margin-left: 100px;"> <span>Yes</span> <span>No</span> <span>Not sure</span> </div>   |   |
| <b>*Please note that it is Commission policy to deliver presentations only in accessible facilities.</b>   |   |
| Are there any participants or audience members with disabilities who require special accommodation or presentation formats?  |   |
| <b>*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.</b> |   |