



Regional HIV/AIDS Connection Presentation & Booth Request Form

Thank you for your interest in our progressive educational platform. We look forward to providing you with current information about HIV/AIDS, Hepatitis C, and harm reduction.

Please note that our services are FREE; however, your support is appreciated. Any donated funds* will be used to support RHAC's free client programs and services, many of which would not exist without fundraised dollars. Please visit www.hivaidsconnection.ca to learn more about these programs.

Please contact Meredith Fraser, Director of Education Services, with any questions, comments or concerns by phone at: 519.434.1601, or by e-mail at: mfraser@hivaidsconnection.ca

We recommend that you submit your request at least 2 weeks prior to the proposed date due to the high volume of requests that we receive.

About You

Today's date: (Month, dd, yyyy)

Name (of school, group, event, organization):

Requesting (please check): speaker booth

Contact name:

Contact phone:

Contact email:

Proposed date for event: (Month, dd, yyyy)

Alternate date(s): (Month, dd, yyyy)

Presentation/booth start time: end time:

Address of event:

Is parking available: for cost free pass available

May we bring a USB? yes no

Should we bring our own IT? laptop projector

Approximate size of audience:

Audience notes (age of participants, limitations/parameters re: content, etc.): _____

Additional notes regarding audience/venue: _____

*Donation cheques should be made out to **Regional HIV/AIDS Connection**

What are you looking for? (Topics)

- _____ at least 1 hour **HIV/AIDS Basics** includes key definitions and information about HIV/AIDS, testing, prevention, treatment, stigma/discrimination, and living well with HIV

- _____ at least 1 hour **Hepatitis C Basics** includes key definitions and information about Hep C, testing, treatment, stigma/discrimination, and living well with Hep C

- _____ at least 1 hour **Harm Reduction Basics** includes key definitions and principles of harm reduction. Harm reduction (HR) includes perspectives that value individuals' dignity, choice, and autonomy. HR also includes activities/resources/information that can reduce potential harms that may be associated with substance use, without requiring that a person stop using substances.

What can we bring with us?

- Condoms _____ external _____ internal _____ both
- Lubricant _____
- Sample harm reduction materials _____ (harm reduction materials = ties, cookers, syringes, etc.)
- Informational resources* _____
- *(Pamphlets, brochures, etc.)

Do you have any needs/requests for accommodation/additional items that we should be aware of? Please note that we are more than happy to accommodate additional requests where possible.

Permission to Film?

We are currently developing a series of video resources to be used for educational purposes. May we have your permission to film this presentation? Our focus for filming will be the presenter, rather than participants. However, we will follow up with presentation participants on the day of the presentation to secure consent if we are granted permission to film.

_____ Yes _____ No

Section IV: Follow up - Agency use only:

Received by: Date: Staff responsible:

Has confirmation of receipt of form been communicated via e-mail or phone: ___ yes ___ no?



Regional HIV/AIDS Connection Pre-Presentation Checklist

We are pleased to have the opportunity work in collaboration with you to provide up-to-date information about HIV/AIDS, Hepatitis C and harm reduction to your group!

The following prep work greatly improves the presentation experience for all involved. Our hope is that you will kindly ensure that the following items have been considered and addressed in advance of our arrival.

We greatly appreciate your support and collaboration - we look forward to seeing you soon!

- Have you prepared the audience?** The topics we discuss are sensitive to some, so it is helpful if you advise group participants about the themes of the presentation in advance so they can prepare accordingly.
- Is appropriate supervision available?** If the presentation is being offered to youth 18 years of age or younger, we understand that appropriate supervision will be provided to ensure the wellbeing of all participants.
- Are group guidelines/expectations in place? Is there a shared understanding of these guidelines/expectations among group participants?** As guest speakers, we gladly facilitate discussions that relate to the subject matter of our presentations. We do this with the understanding that staff/group leaders will ensure that general group guidelines are observed and that group expectations are met (i.e. those related to cell phone use, interpersonal interactions, respect for others, and confidentiality, etc.)

Thank you for your interest in our progressive educational platform!

Meredith Fraser, Director of Education Services

Regional HIV/AIDS Connection

www.hivaidsconnection.ca