



Dear Valued Community Member:

The staff and volunteers of the Toronto People With AIDS Foundation Speakers Bureau work to correct the myths and misconceptions about HIV/AIDS. By sharing their lived experiences with HIV to the community, our public speakers challenge the stigma and discrimination associated with HIV/AIDS by putting a human face on the virus. Through education, we hope to improve the acceptance of people living with HIV/AIDS in society and deliver a prevention message to help reduce transmission. Our public speakers receive training from the Toronto Public Health Department and our program is funded by the City of Toronto AIDS Prevention Community Investment Program.

To request a speaker:

- Please fill out the intake form below and send it in to us via email to [speakers@pwatoronto.org](mailto:speakers@pwatoronto.org). If you do not have access to email you are welcome to fax the form to 416-506-1404 to the attention of Speakers Bureau Coordinator.
- Once we receive your intake form we will call or email you to confirm that we have received it and that we will provide you with a speaker.
- 2 weeks prior to the date of your presentation you will receive a bio (if available) of the speaker via email. The speaker will call the contact person on the intake form to confirm details and to introduce themselves personally.

The Speakers Bureau service is provided **free** to the community. We do provide our speakers with an honorarium; if you would like to provide the Toronto People With AIDS Foundation with a donation that would be greatly appreciated. You may forward the donation, made payable to the Toronto People With AIDS Foundation, to Speakers Bureau Coordinator at the following address: 399 Church St. Suite 200, Toronto, Ontario M5B 2J6.

We would like to ask for your participation to help us evaluate our public speakers so we can ensure that they continue to develop their skills appropriately. We will contact you following the event and have heard our speaker to do either a telephone evaluation, or one by email, with you about your feedback on the presentation.

Thank you for accessing our service and we hope we are able to work with you again in the near future.

Together we can make a positive difference.

Sincerely,

Greg Downer  
Speakers Bureau Coordinator  
416-506-8606 ext. 625  
[gdowner@pwatoronto.org](mailto:gdowner@pwatoronto.org)

# Speakers Bureau Request Intake Form

Contact Information	
Name of agency/school requesting a speaker:	
E-mail contact:	
Department:	
Phone:	
Fax:	
Address:	
Contact person/s:	
Please estimate the time it will take our Speaker to travel via TTC from Yonge & Bloor to your venue:	
What is the nature of your agency?:	
Details of the presentation	
Date of event: (please give 14 days notice)	
Start time of event:	
Duration of event:	
Please give specific T.T.C transit directions : (If you can include a yahoo/map-quest map at the bottom of your intake form that would be appreciated)	
If the venue is a far distance are you able to provide a ride for the speaker?	
What type of information would you like the speaker to provide? Please highlight or check off your choice or specify in other.	Personal story (allow 20-30 min/Speaker): HIV/AIDS 101 (basic 20 min or detailed 40 min): Statistical information: Sex and Sexuality: Other:
Would you like a male, female or transgendered Speaker? (Please note that beyond gender we can not guarantee any other demographic.)	Male: Female: Both Male & Female (If both chosen you must allow 1hr for presentation; 1.5hr with HIV/AIDS 101) Transgendered:

In addition to English we have Speakers fluent in: Spanish, Chichewa (Malawi) or Zulu (South Africa)	Alternative language:
Please describe in detail what message you would like the speaker to convey to your audience in regards to abstinence, safer sex and prevention, HIV stigma and myths...	
Are there any special instructions for the speaker once they get to the venue?	
Would you like a biography (if available) of the speaker to be emailed to you before the presentation?	Yes No
<b>Audience Information</b>	
Number of participants attending:	
Gender breakdown:	# Males: # Females: # Trans identified:
Breakdown of group ethnicity:	
To your knowledge, what exposure has the audience had to HIV information? What attitudes and beliefs do audience members have re: HIV?	
What presentation equipment can you make available for the speaker if needed? Please highlight or checkmark.	(We have an HIV/AIDS 101 PowerPoint presentation: basic = 20 minutes or detailed = 40 minutes) Flipchart Chalk or white board LCD/Overhead projector

Please email completed form to [speakers@pwatoronto.org](mailto:speakers@pwatoronto.org) or fax to 416-506-1404 and call 416-506-8606 ext. 625 if you have any questions.

For Office Use Only

Speaker/s Assigned	Speaker	Speaker