

# Speakers Bureau Request Intake Form

We are a diverse group of people that share our lived experiences with HIV to the community. We challenge the stigma and discrimination associated with HIV/AIDS by putting a human face on the virus. Through education, we deliver a prevention and health promotion message to reduce HIV transmission.

<b>Contact Information</b>	
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?:	
<b>Details of the presentation</b>	
Date of event: (please give 14 days notice)	
Start time of event:	
Duration of event:	
Please give specific T.T.C transit directions :	
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.	<b><i>Personal story (allow 30 min/Speaker):</i></b> <b>HIV/AIDS 101 (basic 20 min or detailed 40 min):</b> <b>Statistical information:</b> <b>Sex and Sexuality:</b> <b>Other:</b>
Would you like a male, female or transgendered Speaker? (Please note that beyond gender we can not guarantee any other demographic.)	<b>Male:</b> <b>Female:</b> <b>Transgendered:</b> <b>(If two speakers are chosen you must allow 1hr for presentation; 1.5hr with HIV/AIDS 101)</b>

In addition to English we have Speakers fluent in: French, Spanish, Chichewa, Swahili, Shona, Arabic, German, Italian, Ndebele, & Zulu	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?	<b>Yes</b> <b>No</b>
<b>Audience Information</b>	
Number of participants attending:	
Gender breakdown:	<b># Males:</b> <b># Females:</b> <b># Trans identified:</b>
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: short = 20 minutes or long = 40 minutes) Flipchart Chalk or white board LCD/Overhead projector
To keep up to date of what is happening at our agency would you like to receive our agency e-blast?	<b>Yes</b> <b>No</b>
How did you hear about the Speakers Bureau? Circle one please.	<b>1. Website</b> <b>2.Mailing</b> <b>3.Word of mouth</b> <b>4. used service before</b> <b>5.other</b> _____

Please email completed form to [speakers@pwatoronto.org](mailto:speakers@pwatoronto.org) or fax to 416-506-1404 and call 416-506-1400 ext. 207 if you have any questions.

Did you know that PWA operates the only Food Bank in Canada for people living with HIV/AIDS? We have over 400 clients visit our Food Bank each month. If you are interested in giving back to PWA please consider organizing a Food Drive. We have a van and can come pick up your donations! Thank you.

If you are a school, consider starting your very own HIV/AIDS awareness committee visit [www.haveaheartcanada.org](http://www.haveaheartcanada.org)



**For Office Use Only**

Speaker/s Assigned	Speaker	Speaker	E-blast	HDYHAU