

## Community Education Service Presentation Request Form

To request a free workshop from the Community Education Service, please fill out this form. These educational workshops are intended for professional development and community organizations in the Hamilton area. We will do our best to accommodate your preferred date/time. If you have any questions, please call the Community Education Service at 905-521-2100 ext. 74147, email us at [communityeducationse@hhsc.ca](mailto:communityeducationse@hhsc.ca) or leave your question in the "comments" section of the form.

Organization Name

Contact Person

Contact Phone Number

Contact Email

### Select a Workshop

Parenting Workshop

Professional Workshop

### Select Day and Time

Monday	Tuesday	Wednesday	Thursday	Friday
<input type="checkbox"/> Afternoon	<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Morning	<input type="checkbox"/> Morning
<input type="checkbox"/> Evening	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Evening	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon

Is AV equipment available for CES staff (projector and smart board)?

Yes  No

Additional Comments:

### Community Education Service Presentation Guidelines

- All workshops are educational and are not intended as therapy or treatment.
- All workshops are 1.5 hours in length and are free of charge.
- We require a minimum of four weeks notice and appreciate as much advance notice as possible.
- Please complete the online form and send to [communityeducationse@hhsc.ca](mailto:communityeducationse@hhsc.ca)
- Please ensure there is a minimum one staff from your organization/school present at the workshop
- Advertising is the responsibility of the requesting organization. CES will provide the poster advertisement.
- Minimum of ten registrants for each workshop
- Daycare/child minding is the responsibility of organization if needed
- The requesting organization needs to confirm the number of registrants one week prior to the workshop in order to confirm the event.
- Please be clear how facilitators can access the building
- Inform us of which room the workshop will be held in
- Please have access to the building available half an hour before the workshop, with clear signage