



# Speaker Request Form

The College welcomes the opportunity to speak about public protection and occupational therapy practice. Please complete this form to **request a speaker from the College** and submit the form to [practice@coto.org](mailto:practice@coto.org). Please contact us as soon as possible to allow sufficient time for our Practice staff to review and respond to your request.

Organization/Event Name			
Contact	Name: Telephone: Email:		
Presentation Title/Topic			
Presentation Format <i>(information session, panel, etc.)</i>	Online	In-Person	
Learning Objectives/Questions to Address			
Target Audience <i>(occupational therapists, administration, students)</i>			
Number of Attendees <i>(anticipated number)</i>			
Preferred Presentation Date(s) and Time <i>(pending College staff availability)</i>	Date	Time	Duration
Presentation Platform <i>(if applicable)</i>			
Presentation Materials	Electronic Copy: Handouts:		
Presentation Location <i>(if applicable)</i>	Address: Room Number:		
Parking Instructions <i>(as appropriate)</i>			
Equipment Requirements <i>(if applicable)</i>	Computer provided by Host Yes	Projector provided by Host Yes	Internet Access Yes
Additional Notes			

**NOTE:** Practice support and education are part of the College mandate. College staff are pleased to meet with groups. Gifts and/or honouraria are not recommended and cannot be accepted.