



OFFICE OF THE OMBUDSMAN

Presentation Request Form

Today's Date: _____

Desired Date and Time for Presentation:

1st Choice _____ Anticipated length of Presentation: 15 - 30 mins, 45 mins - 1hr, 1hr +

2nd Choice _____ Anticipated length of Presentation: 15 - 30 mins, 45 mins - 1hr, 1hr +

Name of Faculty/Staff/Students' Association or Organization/Department _____

Name of class & section (if applicable) _____ Location _____

Contact Person _____ Algonquin Email & Phone: _____
(If different from the faculty/staff/Student Group/Department.)

Please give a general description of the participants who will be in attendance (students, faculty, staff, alumni, etc.). What objective(s) do you wish to accomplish through this presentation?

How did you hear about the Office of the Ombudsman?

Website Presentation Referral (by whom?) _____ Met the Ombuds

Posters Business Card Other printed material (please specify) _____