



# In Our Own Voice

## Presentation Booking Form for Virtual or In-Person Presentations

Please complete the following booking form in its entirety to request an In Our Own Voice (IOOV) presentation. Please send the completed form to Sarah Ford ([sford@namimass.org](mailto:sford@namimass.org)) and Kyrie Mohammed ([kmohammed@namimass.org](mailto:kmohammed@namimass.org)) to schedule your presentation. Sarah or Kyrie will follow up to confirm the booking of your presentation.

Presentations are free of charge and require a minimum of 3-4 weeks' notice for booking. Ideally, please book your IOOV presentation by the 15<sup>th</sup> of the previous month. For example, an IOOV presentation for June should be scheduled by May 15.

### **Basic Information:**

Name of Venue/Company/Organization/University/etc. that is hosting this presentation:

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Date of Presentation: \_\_\_\_\_ Day of the Week: \_\_\_\_\_

Presentation Start Time: \_\_\_\_\_ Presentation End Time: \_\_\_\_\_

*Please note that IOOV presentations are 60, 75, or 90 minutes.*

Audience (estimated number of attendees and description of audience members):

*Details about the audience helps us schedule speakers who can best connect with the audience.*

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Do you have any special requests or additional information to share for this presentation?

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### **Venue Host Contact Information:**

Host Contact Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Additional contacts that you would like us to include on confirmation emails (please include names and email addresses): \_\_\_\_\_

Who should we contact on the day of the presentation if any issues arise?

**Detailed Presentation Information**

Format for IOOV Presentation (please check one of the following and then fill out the information in the corresponding section):

In-Person     Virtual

**If the presentation is IN-PERSON, please provide the following information:**

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Building/Floor/Room: \_\_\_\_\_

Day of Presentation Information (building entry requirements, directions, etc.):

\_\_\_\_\_  
\_\_\_\_\_

Parking Information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Public Transportation Information (if applicable): \_\_\_\_\_

\_\_\_\_\_

COVID-19 Policies

Please note that NAMI Mass requires that audience members wear masks/face coverings during an in-person IOOV presentation and that there is space for social distancing between the audience and the presenters. All IOOV presenters are fully vaccinated against COVID-19.

Will you ensure to the best of your ability that audience members wear masks during the IOOV presentation?

YES

NO

If you answered no, please schedule a virtual IOOV presentation instead of an in-person presentation.

In Our Own Voice Videos:

There are three short videos that accompany this presentation. For in-person presentations, NAMI Mass asks that the venue have a way of playing the videos and a person who is able to run the technology during the presentation. The IOOV speakers will indicate when to play each video.

What technology will be available to play the videos for the audience? \_\_\_\_\_

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Will someone from the venue be available to play the videos and manage the technology?

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How would you like us to share the videos with you for the presentation? Please check one:

DVD that IOOV presenter will bring

USB flash-drive that IOOV presenter will bring

NAMI Mass shares videos via Google Drive or Microsoft OneDrive in advance

If you cannot play the IOOV videos, please provide additional information and we will follow-up to determine a solution, as the videos are a critical part of the presentation.

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**If the presentation is VIRTUAL, please provide the following information:**

Virtual IOOV presentations can occur on any video platform including Zoom, Webex, Google Meet, Microsoft Teams, etc. Our presenters have the most experience using Zoom but can present on any platform that has video and audio capabilities. NAMI Mass asks that venues set up, host the virtual meeting, and provide attendees with necessary meeting information.

Which video platform will you use for the IOOV presentation (Zoom, Microsoft Teams, etc)?

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Please provide the meeting link, passcode, and any additional technology information to Sarah Ford ([sford@namimass.org](mailto:sford@namimass.org)) and Kyrie Mohammed ([kmohammed@namimass.org](mailto:kmohammed@namimass.org)) at least 2 days prior to your scheduled presentation.

**In Our Own Voice Videos:**

The IOOV presentation includes three short videos, which need to be played during the presentation using the share screen function. NAMI Mass requests that someone at the venue play the videos during the virtual presentation. The IOOV speakers will indicate when to play each video.

NAMI Mass will provide a link to download the three video files from Google Drive or Microsoft OneDrive prior to the presentation.

- Please check one:  Yes, we will play the videos during the presentation  
 No, we cannot play the videos during the presentation

If you selected no, please provide additional information and we will follow-up to determine a solution, as the videos are a critical part of the presentation.

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Any additional technology information we should be aware of?

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