



# Sharing Our Stories

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

Please complete the following booking form in its entirety to request a Sharing Our Stories (SOS) presentation. Please email the completed form to Courtney Campbell ([ccampbell@namimass.org](mailto:ccampbell@namimass.org)) and "CC" [programs@namimass.org](mailto:programs@namimass.org), to schedule your presentation. Someone from our team will follow up to confirm the booking of your presentation. If you have any questions or concerns, please contact Courtney Campbell.

Presentations are free of charge and require a minimum of 3-4 weeks' notice for booking. Ideally, please book your SOS presentation by the 15<sup>th</sup> of the previous month. For example, a SOS 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 SOS presentations are 60 or 75 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?

**COVID-19 Policies**

Please note that NAMI Mass requests that there is space for social distancing between the audience and the presenters during SOS presentations. All SOS presenters are fully vaccinated against COVID-19. Presenters may choose to wear masks depending on their personal preference.

**Detailed Presentation Information**

Format for SOS 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): \_\_\_\_\_

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

Virtual SOS 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 SOS presentation (Zoom, Microsoft Teams, etc)?

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Please provide the meeting link, passcode, and any additional technology information to Courtney Campbell ([ccampbell@namimass.org](mailto:ccampbell@namimass.org)) and [Programs@namimass.org](mailto:Programs@namimass.org) at least 3 days prior to your scheduled presentation.

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Any additional technology information we should be aware of?

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