



# 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 email the completed form to [Ccampbell@namimass.org](mailto:Ccampbell@namimass.org) and "CC" [Programs@namimass.org](mailto:Programs@namimass.org) to schedule your presentation. A member of our team will follow up to confirm the booking of your presentation. If you have any questions, please contact Courtney Campbell at [Ccampbell@namimass.org](mailto:Ccampbell@namimass.org).

Presentations are free of charge and requests must be submitted via email by the 15<sup>th</sup> of the previous month to be included in the schedule. For example, an IOOV presentation request for June should be sent to NAMI Mass by May 15th.

### **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. If you are interested in scheduling a presentation that is shorter than 60 minutes, please inquire about that before booking.*

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

*Details about the audience help 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 (please include name, phone number and email address)? \_\_\_\_\_  
\_\_\_\_\_

**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): \_\_\_\_\_

\_\_\_\_\_

In Our Own Voice Video Component:

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. \*Note-this does not apply for presentations in CIT training for law enforcement. If you are scheduling a presentation for CIT training, please disregard this section.

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

\_\_\_\_\_

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

\_\_\_\_\_

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

- ☐ DVD that IOOV presenter will bring on the day of the presentation
- ☐ USB flash-drive that IOOV presenter will bring on the day of the presentation
- ☐ 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.

\_\_\_\_\_

\_\_\_\_\_

**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 and host the virtual meeting, as well as 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 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.

In Our Own Voice Video Component:

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 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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