

Hosting an Out In Schools Presentation

Your responsibilities and ours



To help us provide the best possible Out In Schools experience for your community, we have outlined our responsibilities and what we are asking from you here. Outlining these responsibilities helps us:

- bring your community the best experience possible;
- meet the demand from school communities across BC, and
- honour the time, expertise, and needs of our amazing facilitators.

Host School / Organization Responsibilities

Organizations hosting Out In Schools have five key responsibilities:

- 1. Provide the information we need to meet your presentation needs and ensure our facilitators are able to access your space in a timely manner!** We want to be sure our presentation meets your specific community's needs, and will ask you several questions to help us as we prepare. In addition, for in-person presentations, we will need information about accessibility of your physical space (e.g. powered doors, ramps, elevators) and gender-affirming washroom access. Please do your best to respond thoroughly as we work with you to get all the required information.
- 2. Communicate promptly if you need to make changes** to the schedule, audience, or content. We will do our best to accommodate schedule changes, but may not be able to do so at busy times of the year or with short notice. Please review our approach to changes and cancellations for more details.
- 3. Confirm presentation details with us when we reach out.** We will check in ahead of presentations booked more than one month in advance to confirm the details, and ensure everyone is prepared for a great experience.
- 4. Honour facilitators' knowledge, experience, and needs.** Please respect the expertise and knowledge of our facilitators, set a positive example for other participants, and support facilitators if there are challenging or disrespectful interactions from participants. This support extends to the ways Out In Schools facilitators navigate the risk of COVID-19 during in-person presentations: we support facilitators who choose to wear masks as part of in-person presentations.
- 5. Have the necessary space (in-person presentations) or equipment (online presentations) ready to go before our presentation begins.**
 - For in-person presentations, we need an area where we can project our films and slides, and all participants can see and hear us. We need access to the space before our presentation begins so we can set up our equipment. We bring all the necessary equipment (computer, projector, speakers, and cords).

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- For online presentations, we will you with a provide Zoom link. These presentations can be accessed from individual devices, or with one device for a large group.
 - Participants accessing from individual devices will need a computer, tablet, or mobile device with Zoom, a web browser (ideally Chrome or Firefox) to watch films, speakers or headphones, and a microphone.
 - For a large group set up, you will need a computer with Zoom and a web browser (ideally Chrome or Firefox), a screen big enough for everyone to see our facilitators and films, speakers that everyone can hear, and at least one microphone (a computer's internal microphone will do). Someone will also need to be at the computer to access films, choose individuals to speak in response to our question, and relay information from the group to us.

Out In Schools Responsibilities

Out In Schools responsibilities include:

- 1. Understand your community's presentation needs.** We will review all information you provide us about your community's presentation needs, and ask questions as needed to help ensure we can tailor our content appropriately.
- 2. Check in with you ahead of your presentation to confirm the details and answer any questions.** Please respond promptly when we reach out.
 - If requested, we can provide pre-presentation materials, including films or introductory material, and information about our presentations to provide to your community ahead of time.
 - For online presentations, we will provide a Zoom link.
- 3. Communicate promptly about any changes.** It is unlikely we will need to change or cancel an event with your community once it is booked. If changes are needed for any reason, we will let you know as soon as possible and offer alternatives, including rescheduling or a refund. This is an extremely rare circumstance.
- 4. Lead scheduled presentations in your community!** We will be ready for our presentations as scheduled, including providing facilitators, films to watch together, our content tailored to your local context, and for in-person presentations, all required equipment.
- 5. Follow up after the presentation with additional resources, information, and opportunities as requested.** We love staying connected to you after our presentations, whether by continuing to answer questions, booking more presentations, or making referrals to other services or

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organizations. We will follow up as needed from the presentation, and welcome your questions and inquiries anytime.

- 6. Invoice your organization, if applicable.** Where applicable, we will provide an invoice by email ahead of the presentation. We never turn away schools, youth groups, or Indigenous communities. Organizations that are able to pay for our presentations help us keep this commitment.