



**Ontario Independent Facilitation Network (OIFN)
Event Endorsement Request Guidelines & Information**

Thank you for your interest in an endorsement from OIFN for your event. To help us understand the purpose of the event, as it relates to Independent Facilitation, we ask that you please provide the information below. If you have any questions about the OIFN Endorsement process, please call Bill Rollo at Windsor Essex Brokerage for Personal Supports at 519-966-8094, Ext. 7.

Guidelines for Event Endorsement

Requests must be submitted at least 30 days prior to the start date of the event. OIFN does not sponsor or provide reimbursements for past events.

OIFN has limited resources for supporting people to participate in OIFN Forums and OIFN endorsed learning events, and therefore we are keeping the following considerations in mind, in making our decisions:

Different Roles: People who are experiencing independent facilitation or interested self-advocates/ people who have a disability, family members, independent facilitators or aspiring independent facilitators, or people connected with an independent facilitation organization or network. Priority consideration is extended to people who are experiencing independent facilitation or interested self-advocates/ people who have a disability, and family members.

Different Locations: the region where the event is hosted as well as where participants live, so that people from different areas of Ontario, including Northern Ontario, may be able to attend events.

Involvement: the organizer's and audience's involvement in the Ontario Independent Facilitation Network and / or other local or regional networks or community of practice, and previous attendance at OIFN Forums

Past Endorsements: If, when, and, where OIFN has endorsed similar events in the past, since many people across Ontario want the chance to attend different events

Information Sharing: how information shared and connections made during the event will be brought back to communities, including local or regional independent facilitation communities of practice

Event Endorsement Request

Please fill out the following information and email to: Bill Rollo - bill@webps.ca

Date of Request: _____ **Date/s of Event:** _____

Name of Event _____

Lead contact _____

Name: _____

Address: _____

Day Phone: _____ **Evening phone:** _____

Email: _____

Name of Your Organization/Group _____

Sponsor(s)/Hosts Organizing This Event: _____



Who is/are the presenters? Where can we learn more about the presenters (website, short biography, etc.)?

What is the purpose of the event? What material does it cover or teach?

Who is the intended audience of the event? Who will you be inviting? (approximate hoped for audience size for the event)

How does this event further the goals of OIFN to strengthen, nurture, and preserve Independent Facilitation?

How long is the event? How many days or hours?

Where will this event be held?



**What is the cost for participants to attend this event?
Are there special rates for self-advocates and family members?**

Why do you wish to have OIFN endorsement for this event? How will it help further your own goals?

**Are there other co-sponsors or organizations partnering to host this event?
Please also note other sponsors for the event helping underwrite bursaries for people who have experienced independent facilitation or interested self-advocates/ people who have a disability, family members.**

Attachments (Please include current flyers, registration forms, or any other relevant documents)

If your request is accepted, OIFN will provide the OIFN logo as it should be added to your promotional material, including the statement “An OIFN Endorsed Event”. A copy of the flyer with the logo for prompt review should be sent to Bill Rollo at Windsor Essex Brokerage for Personal Supports at 519-966-8094, Ext. 7. Following the event, the lead contact for this event will be requested to follow-up with confirmation of attendance for anyone receiving a bursary from the OIFN, and to complete a brief Event summary form, which will be provided by and returned to Bill Rollo on behalf of OIFN.

Thank you for sharing this information, which will be kept confidential among people directly involved in planning OIFN Forums and OIFN endorsed learning events. After receiving this information, someone will contact you within 10 days.

