**Training / speaker request form**

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| Name of group/organisation and person completing this form:  Will you be attending the session yourself? | |
| How did you hear about Bristol Refugee Rights? | |
| Address of group and venue  (There is parking available) | |
| Suggested date(s) | |
| Start time: | Desired duration:\* |
| We can deliver our talks in a variety of formats in order to meet the needs of your group.  For example:   * a 10 minute short speech from a refugee * a 1 to 2 hour interactive workshop * a training for professionals   We can discuss what would suit you best.  Please tell us which topics are most important for your group:   |  |  | | --- | --- | | What’s an asylum seeker / terms used to describe people coming to the UK   Asylum & the media | Where refugees come from and where they go   Refugees’ experiences | | Why people flee | Destitution | | Children and young people | How to improve your service to / make it accessible to asylum seekers & refugees | | Asylum process | Bristol Refugee Right’s work & how you can help | |  |  | | |
| Approximate number of people attending: | |

## Venue details

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| When visiting your building, how will we find you? (location of building) |
| Please tell us about the room: layout, capacity, light, electric points |
| Is there wheelchair access? |

## Help us tailor the presentation to your needs & make the best use of your time:

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| Relevant information about the audience (e.g. jobs / roles; age range; interests or function of your team or group) |
| Do you have any asylum-seeking or refugee clients / staff / members? Please give details |
| How do you hope a presentation will benefit your group? Why have you asked us? |
| **Is there anything particular about refugees and asylum seekers in the UK that you would like us to cover?** |
| **How much would you say that your staff / group / team are likely to know about asylum issues?  eg ‘*nothing’* or *‘ we know a lot about health needs but not about the systems or why people come here’* etc** |
| **What equipment are we able to make use of** (it is not a problem if there isn’t any equipment to use)   |  |  | | --- | --- | | Television & video |  | | Flip Chart |  | | Overhead projector |  | | Powerpoint-compatible projector |  | | Laptop |  | | White wall/screen to project on to |  | | Speakers |  | |
| **Are you planning to invite any journalists or write up this event online afterwards?**  **Yes / No**  If yes, we will need to discuss this and what information our speaker is happy to have disclosed about them. For some refugees and asylum seekers, having information about them on the internet can have serious repercussions for them or their friends and family in their country of origin. |
| **Any other information you think would be useful?** |
| **Thank you. We aim to get back to you with a confirmation within two weeks of receiving your request.** |