



# Diversity Education Request Form

Today's Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Please answer each question below as completely as possible. This information will enable us to best respond to your request. Contact the Assistant Vice Chancellor for Equity, Diversity, and Inclusion, Dr. Sandra L. Barnes, at [sandra.l.barnes@vanderbilt.edu](mailto:sandra.l.barnes@vanderbilt.edu) with questions or comments. She will also respond to your request. Thank you for your interest in diversity education through the Office for Equity, Diversity, and Inclusion.

Group Requesting Presentation: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## A. EXISTING EDUCATION SERIES

Identify the existing educational workshop(s) in which you are interested from the list below, and complete Section C. Unless noted, workshops are one hour in length.

\_\_\_\_\_ Inclusive Excellence 101: Unconscious Bias – A New Look at an Old Dynamic!

\_\_\_\_\_ Inclusive Excellence 201: Unconscious Bias – A New Look at an Old Dynamic! (two hours)

\_\_\_\_\_ Inclusive Excellence 301: Unconscious Bias – Next Steps

\_\_\_\_\_ Inclusive Excellence 401: Effective Communication and Collaboration across Diverse Groups

\_\_\_\_\_ Inclusive Excellence 501: Allyship and Relationship-Building

\_\_\_\_\_ Inclusive Excellence 601: Inter- and Intra-Racial and Ethnic Dynamics (Part 1)

\_\_\_\_\_ Inclusive Excellence 701: Inter- and Intra-Racial and Ethnic Dynamics (Part 2)

\_\_\_\_\_ Inclusive Excellence 801: Sexuality, Gender, and Transgender Dynamics

## B. CUSTOM EDUCATION TRAINING

Purpose/Goal of Diversity Education (provide as much detail as possible): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## C. LOGISTICS

### Anticipated Audience:

Demographics: \_\_\_\_\_

Anticipated Number of Attendees: \_\_\_\_\_

Key attendees (e.g., department/area, leadership program, etc.): \_\_\_\_\_

Will attendees RSVP? If so, please indicate RSVP cutoff date: \_\_\_\_\_

Are there any special needs for attendees (e.g., visual/audio aid or English proficiency support)? \_\_\_\_\_

### Meeting Details:

Requested Length of Training: \_\_\_\_\_

Requested Start Time: \_\_\_\_\_

Will the requested diversity training be part of a larger meeting/workshop? \_\_\_\_\_ If yes, complete the following questions.

Timeframe for the full meeting/workshop: \_\_\_\_\_

What is taking place before the training? \_\_\_\_\_ After the training? \_\_\_\_\_

How much time is available for set-up prior to the training? \_\_\_\_\_

Technology Contact Person's Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Location Details:

Will the presentation take place on campus? \_\_\_\_\_ Has a training location been secured? \_\_\_\_\_

If yes, please answer the following questions and attach photo/diagram of space. For external locations, skip to the next section.

Building Name: \_\_\_\_\_

Floor: \_\_\_\_\_ Room Number/Name: \_\_\_\_\_

Is parking available? \_\_\_\_\_ If yes, please provide location: \_\_\_\_\_

Does the room provide wheelchair access? Yes or No

#### *External Locations ONLY:*

Physical Address: \_\_\_\_\_

Floor: \_\_\_\_\_ Room Number/Name: \_\_\_\_\_

Is parking available? \_\_\_\_\_ If yes, please provide location: \_\_\_\_\_

### Equipment & Space Details:

*Please check each item that is available in the meeting space.*

Projector: \_\_\_\_\_ Projector Screen: \_\_\_\_\_ Lectern: \_\_\_\_\_

On-site AV Tech: \_\_\_\_\_ On-call AV Tech: \_\_\_\_\_

Complimentary Wi-Fi: \_\_\_\_\_ CODE: \_\_\_\_\_

House sound: \_\_\_\_\_ On-site temperature control: \_\_\_\_\_

Table for handouts: \_\_\_\_\_

Seating Arrangements: 60" rounds \_\_\_\_\_ 72" rounds \_\_\_\_\_ 6 ft. rectangle \_\_\_\_\_ 8 ft. rectangle \_\_\_\_\_

Open space for interactive activities: \_\_\_\_\_

Access to space 24-36 hours prior to presentation (required): \_\_\_\_\_

**Feedback Surveys:**

In an effort to continually improve our diversity education process, attendees will be asked to complete a short feedback survey at the end of the workshop. For certain workshops, attendees may also be asked to complete short pre- and post-workshop surveys. Can your attendees complete feedback surveys? Yes or No.

**INTERNAL USE ONLY:**

DATE RECEIVED:

RECEIVED BY:

Last Updated January 26, 2017 (SLB)