

Ladyfest Ottawa Application Form Workshops & Panel Discussions

A. Your Contact Info (to be used by festival coordinators only)

Contact Person's Name:

Contact Person's Phone Number: (____) _____-_____

Contact Person's Email (if applicable):

Address:

City:

Province/State:

Postal/Zip code:

Website address of your organization (that can be used for promotion):

When is the best time to reach you? : Mornings Evenings Weekends

B. Workshop or panel Information:

NOTE: The descriptions below may be used in festival advertising.

Name of Workshop or panel (as it should appear in festival advertising):

Explain how your workshop or panel fits in with Ladyfest and the Ladyfest mandate:

Please briefly describe your proposed workshop or panel discussion. (1 paragraph)

For example, you can explain the topic and/or activities, what you are trying to teach people, who your target audience is (i.e. all ages, full figured women, etc.), what skills or knowledge the audience will gain.

Please tell us about yourself (and your co-presenters, if applicable). (1 paragraph)

For example: Have you led this workshop/panel before? How did you get involved in this field or subject matter, where did you learn about it? How long have you been doing it?

Please provide a detailed description of your workshop or panel's technical and physical needs, particularly if you require special facilities or equipment. For example, if you require a microphone, desk, chairs, a direct input into the sound system for your guitar, whether you need to be outside or in a closed environment, etc.

Are participants required to bring their own materials/supplies or a fee for supplies? If yes, please provide details.

C. Workshop or panel Details:

1. Number of people involved in running workshop or panels:
2. Name(s) of workshop or panel facilitator(s) - NOTE: We are striving for approximately 50% female:
3. Name(s) of workshop or panel facilitator(s) as it/they should appear in advertising (if different than names listed above):
4. Main language of workshop/panel: English? Français? Other?
5. Is your workshop/panel open to everyone or female-only?
6. Is this workshop/panel for adults only?
7. Is the workshop/panel restricted to any particular group (i.e. women of colour only)?
8. Do you prefer 1 hour or 1 hour and a half for your workshop or panel?
**** if you have special time requirements, please specify****
9. Do you prefer Saturday, Sept. 22 or Sunday, Sept. 23 (circle or underline one)? Are you available both days?

E. Honorariums

We are hoping to provide small honorariums for all workshop or panel facilitators. If possible, would you prefer (please circle one):

- a) Small honorarium + access to all other workshop or panels on the same day as yours
- b) Smaller honorarium + Ladyfest weekend pass (full access to all workshops, concerts and events)
- c) Ladyfest weekend pass only (honorarium will return to LFO as donation from you)

E. Accommodation & Other Needs

- a) Do you need billeting/ a place to stay in Ottawa during the festival?
- b) Do you require childcare? If yes, please indicate the date and times.
- c) Do you have any other special requirements?

Workshop & panel presenters are welcome to do additional promotion of their event.

Application Submission Deadline: JULY 15th, 2007

Please send submissions and requests for information to:

katie frappier – lfo.workshops@gmail.com

238 Dalhousie St, Ottawa ON, K1N 7E2