



Healthy Aging Information Series Presenter/Host Agreement

Age Friendly Edmonton (AFE) has coordinated a list of qualified presenters to help seniors get information about aging and learn what they can do to stay healthy (see attached). To reach as many seniors as possible there is no cost to book these speakers. Please read the following guidelines.

Guidelines:

- Suggested length of presentation is 1 – 2 hours, informal in nature and allow for audience participation
- Read the Age Friendly Tips for a Successful Presentation (available from the contact below)
- Hosts will book the speakers, advertise the presentation and register participants
- Hosts may charge participants a minimal registration fee to cover refreshments, administrative costs and encourage attendance
- The Hosts and Speaker will negotiate the ideal number of participants, material costs, audiovisual equipment needed, and room set up
- The Host and Speaker will ensure the AFE contact below is notified of the date and location of the presentation
- The Host and Speaker will ensure completion and return of evaluations (evaluation tools will be provided)
- To help promote Age Friendly Edmonton, the Host and Speaker are asked to add the Age Friendly Edmonton logo to advertising and presentation materials (logo will be provided)
- Any marketing of services and products is prohibited
- **Prior to booking a presentation:**
 1. Please sign and return this form to indicate your agreement with the guidelines
 2. The host will contact the speaker directly to book a presentation
 3. Inform the AFE contact below about the booking

Age Friendly Edmonton requires feedback to evaluate this project. Please return the evaluations to let us know if the presentations were helpful to the participants and suggestions for future presentations. Thank you for joining us in making Edmonton a more age friendly city!

By signing this Agreement, I agree to follow the guidelines to the best of my ability:

Name: _____ Signature: _____

Position Title and Organization information: _____

Phone: _____ Email: _____ Date: _____

I am a host I am a presenter

Please return to: Aleem Rajani, Co-chair, Age Friendly Edmonton Healthy Aging Working Group
by email at aleem.rajani@albertahealthservices.ca or fax at 780-735-1061