Office for Inclusion, Diversity and Equal Opportunity
Consultation Request Form

The Office for Inclusion, Diversity and Equal Opportunity provides a number of diversity awareness workshops and consultation services for students, faculty and staff. In some cases, we develop a program specific to goals, participants, and timeframe in order to accommodate the different classes, departments, offices and student groups that request training. Some sessions may be conducted jointly with other offices on campus.

For more information about the Office for Inclusion, Diversity and Equal Opportunity and the services we offer, please contact Christopher Jones, Assistant Vice President and Director of Equity, at 216-368-5737 or christopher.jones3@case.edu. If you are interested in diversity awareness workshops and consultation services, please complete this Consultation Request Form and send as an e-mail attachment to the address listed above.

Possible Areas/Topics of Interest

Check which type(s) of training and/or consultation you wish to receive:

_____ Civility
_____ Communication (e.g. micromessaging, interpersonal, power differential)
_____ Disability awareness
_____ Gender identity/sexual orientation
_____ Racial identity
_____ Other (please specify)

Contact Information

Contact Name ___________________________ Title ___________________________

Requesting Department/Organization ________________________________________

E-mail ________________________________ Phone ____________________________

Campus Address _________________________________________________________

Do you have a diversity plan? _____ Yes _____ No
**Audience Demographics**

Check all that apply:

- _____ Exempt staff
- _____ Nonexempt staff
- _____ Undergraduate students
- _____ Graduate/professional students
- _____ School/College-wide
- _____ Department/Division
- _____ Management Center
- _____ Faculty

Total number of anticipated participants: __________

**Workshop Date, Time, and Location**

Please list up to three potential workshop dates and times, in order of preference. Please note that workshops for faculty, staff and/or graduate students take approximately two hours, while workshops for undergraduate students take approximately one hour.

1. Date: ___________________________ Time: ___________________________
2. Date: ___________________________ Time: ___________________________
3. Date: ___________________________ Time: ___________________________

Location for session (to be secured by requestor): ____________________________________

**Office Use Only**

Date received: ________________

Routed to: ________________

Date of Follow-up: ________________