



REQUESTING A SPEAKER FROM THE SUPREME COURT OF NOVA SCOTIA

To request a speaker from the Court for an event, please fill out and submit this electronic form. All requested information is mandatory.

You will receive a confirmation by email.

It will be easier for us to accommodate your request if we receive it well in advance. Although we may not have sufficient resources to accept all requests for speakers, we will do our best.

Whatever our response may be, we will send it to you by email as quickly as possible.

For further information, please contact us either by email at communications@courts.ns.ca or by telephone at 902-424-3690.

A. Information about the Requested Speaker

State the name of the individual you want to speak.

B. General Information about the Request

Name and objective of the event **(required)**

Type of Event **(required)**

Is this a recurrent event **(required)**

YES

NO

Date / Date Option (YYYY-MM-DD) **(required)**

Time (hh:mm) **(required)**

Location or Virtual Platform **(required)**

Reason for Request (briefly describe how the participation of the Court's representative would be pertinent to your scheduled and plans) **(required)**

C. Requester (Contact) Information

Surname **(required)**

Given Name **(required)**

Title **(required)**

Organization **(required)**

Address **(required)**

City **(required)**

Province / State **(required)**

Country **(required)**

Email Address **(required)**

Telephone Number (999-999-9999) **(required)**
(from outside North America, please enter the long distance code)

Telephone Extension

Description of Organization **(required)**

D. Speech Information

Event Format (speech, Q&A, both) **(required)**

Proposed Title or Topic of Remarks (Note whether the speaker can choose the topic) **(required)**

Proposed Length of Speech **(required)**

E. Audience Information

Who is your primary audience (lawyers, judges, students, public)? **(required)**

Anticipated Number of Attendees **(required)**

F. Event Information

Event Sponsor(s) **(required)**

Is this a free or paid event for the participants? **(required)**

Will this event count toward Continuing Legal Education? **(required)**

YES

NO

Has a member of the Court already attended this event in the past? If so, who? **(required)**

Do you intend to record the audio and/or video of the event? If so, do you plan to post it online?
(required)

Will this event be livestreamed? If so, please include the link for the webcast. **(required)**

Will media be present? **(required)**

List the names and organizations of all other individuals who have been asked to speak at this event. **(required)**

G. Event Logistics and Agenda

Person(s) greeting the speaker on arrival (name(s), telephone, email) **(required)**

Specific arrival instructions (in person or online) **(required)**

Agenda / Order of Speakers (paste here or send agenda by email (see note below) **(required)**)

Person Introducing the Speaker **(required)**

Moderator (if applicable)

Please indicate if any distinguished guests will be in the audience (mark confirmed guests with an asterisk *) **(required)**

H. Additional Information

Please tell us any additional information or context you feel is important for us to know.

NOTES:

In addition, please send by email to communications@courts.ns.ca a draft or final copies of:

- Event agenda
- Promotional materials for this event, including any preferred hashtags or social media content