SU Election: Candidate Forum Request Form

Individuals or groups who wish to host a Candidate Forum for the 2021 SU General Election during campaign week (February 22 to March 1) and would like the SU to assist with advertising may fill out the following form. The information provided here will be shared with Candidates and the campus community through various modes of communication, including the SU website, LOOP television screens, and SU social media. For this reason, please ensure no private information that you don’t want advertised is provided here.

**Form Submission:** Email to Manager, Student Services at [nikhat.ahmed@ucalgary.ca](mailto:nikhat.ahmed@ucalgary.ca)

**Deadline:** Wednesday February 3rd, 2021 at 4:00 pm

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| **CONTACT INFORMATION** | |
| ***Name Of Host Group (Dept., Office, Faculty, Club, etc.):*** |  |
| Contact Name: |  |
| Email: |  |
| Forum Facilitator  (if different from above): |  |

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| **LOGISTICS [[1]](#footnote-1)** | |
| ***Date:*** |  |
| Start Time: |  |
| End Time: |  |
| Alternative Date/Time: |  |
| Location/Virtual link: |  |
| Forum Type:  (All Candidates, specific faculty or position) |  |
| Forum Format:  (Casual meet and greet, formal question based, etc.) |  |

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| **DETAILS** | |
| ***Do the candidates need to RSVP? If yes, provide instructions, contact info, and a deadline.*** |  |
| Do you have special instructions for the Candidates?  (E.g. – Do they need to arrive earlier than the start time to check-in? Is there a dress code?) |  |
| Is there anything Candidates can do to prepare?  (E.g. – Does the forum have a theme or specific focus?) |  |
| What can Candidates do to get more information about this forum?  (Web link, FB page, contact info, etc.) |  |
| Additional Information: |  |

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| --- | --- |
| Signature |  |
| Submission Date |  |

1. **Note**: SU-hosted forums for Vice President offices are confirmed on Tuesday (OpFi), Wednesday (External), Thursday (Student Life), and Friday (Academic) of campaign week. The SU President’s forum is on Monday, March 1st. All SU forums are at noon and will be presented in a virtual format. The SU will not promote forums that overlap with these events. [↑](#footnote-ref-1)