



# Requesting a Guest Speaker

CIC Vancouver serves the Greater Vancouver and Lower Mainland/Fraser Valley area. We provide guest speakers to the following types of organizations:

- Community organizations providing services to permanent residents, visitors, refugees and prospective immigrants or prospective new Canadian citizens.
- Other community based service providers.
- Other government departments.
- Public and private schools, school boards and other educational institutions or organizations.
- Volunteer and not-for-profit legal services societies and organizations.

Standard presentations on Citizenship and Immigration programs, include:

- Immigration Overview
- Temporary Foreign Workers
- Students – Work Permit options
- Immigrating to Canada
- Refugee Processing
- Becoming a Canadian Citizen

All presentations are delivered in English or French and usually take two hours, which allows for a question and answer period at the end. Translation into another language must be provided by the host organization.

**Requests for a speaker should be made 4 to 5 weeks in advance.**

To make a request please send the following information by email or fax to:

**[CIC-Vancouver-Partner@cic.gc.ca](mailto:CIC-Vancouver-Partner@cic.gc.ca)**

**Fax: 604-666-0057**

- Name of organization and contact person
- Date (provide alternative date(s) in case of a scheduling conflict)
- Time / Location
- Topic of interest
- Target audience and size of group
- Language of presentation and if you will be providing an interpreter
- Advance questions that you want answered (if possible)
- Equipment available (most presentations require a computer and an overhead screen, a microphone may also be required depending on the size of the room)

*Upon receipt of your request a CIC representative will contact you within 5 business days.*

*This fact sheet was prepared for guidance only. For more information refer to [www.cic.gc.ca](http://www.cic.gc.ca) or contact the Call Centre at 1-888-242-2100.*

*Current as of: January 2011*