



Thank you for your interest in a workshop from UNM's Division for Equity and Inclusion! So that we can best tailor the workshop to suit the needs of your department, please fill out this 2-page form and send it as an attachment to [diverse@unm.edu](mailto:diverse@unm.edu).

---

**Organization/department name**

**Primary point of contact for planning and coordination**

Name

Phone

Email

**Intended audience for this workshop (e.g., staff, faculty, students, leadership)**

**Expected number of participants**

**Preferred date and time of workshop**

**Format**

What are the primary goals or objectives of this workshop?

What diversity, equity, and inclusion topics would you like covered (e.g., cultural competence, unconscious bias, racial and intersectional microaggressions)?

Do you have any examples or scenarios from your organization that could be used during the workshop?

Has your organization or department conducted any diversity training or workshops in the past? If so, what topics were covered, and what feedback did you receive?

Are there ongoing diversity, equity, and inclusion efforts within your organization that this workshop should align with?

Are there any unique needs, accommodations, or considerations we should keep in mind for your audience?

Is there anything else you would like us to know to tailor the workshop to your needs?