

A Regional Committee Guide to Replicating OJEN Law Institutes

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Introduction to OJEN Law Institutes

OJEN Law Institutes are professional development opportunities for teachers that provide a forum for enhancing legal knowledge, dialoguing with justice sector professionals and building professional networks amongst educators. Teachers are given an opportunity to participate in presentations and discussions with judges, lawyers, academics and community activists about timely legal issues that enhance classroom teaching and learning.

The first Law Institute, OJEN's annual Summer Law Institute, was held in Toronto in 2002, and continues to run every August. Similar Law Institutes for teachers have been held in Windsor, London, Sudbury, Thunder Bay and Ottawa. Law Institutes are often developed and presented by local regional committees made up of representatives from the courts, law schools, elementary and secondary schools, and the Ontario bar.

This replication guide outlines each logistical step and provides all of the templates necessary for coordinating an OJEN Law Institute. The timeline for coordination of a Law Institute varies depending on the scale of the event, but normally planning should begin at least 3-4 months in advance. This guide includes information on all of the logistical steps, including some of the tasks that will be completed by OJEN staff. This, however, will provide you with a comprehensive view of the steps involved in the coordination of a Law Institute. Additional support for coordinating the event is available from OJEN's Director of Educator Support.

Goals of OJEN Law Institutes

- To enhance teachers' legal knowledge and build their capacity to address the legal content in the curriculum.
- To provide teachers with accurate and current information about a variety of legal topics.
- To foster connections and open dialogue between teachers and justice sector representatives.
- To provide a forum for law teachers to connect with each other to share experiences, knowledge, resources and develop a professional support system.

Role of the Regional Committee

Regional committee involvement is essential to planning a successful Law Institute. Committees are often comprised of individuals working in the education and/or justice sectors and members can contribute information and ideas about what would work best for a Law Institute in their community. They are well positioned to provide guidance on dates, venues, speakers and avenues for promotion, among other aspects of the institute. Depending on the number of members on the regional committee, the Law

Institute can be planned by the whole committee or, if preferable, by a sub-committee of volunteers.

The main roles of the regional committee are:

- To decide on topics and speakers based on the needs of local teachers (bearing in mind the Ontario secondary curriculum and OJEN’s strategy for professional development of teachers).
- To use networks in their local communities to recruit participants and speakers.
- To act as a speaker, where applicable.
- To use local networks to promote the Law Institute.
- To coordinate logistics, including venue, catering, program materials, thank yous, etc.

Generally speaking, the regional committee will coordinate the Law Institute with the support of an OJEN staff person. As such, the committee will have assistance with setting up online registration, budgeting, arranging sponsorships, preparing program materials and completing the program evaluation. OJEN staff can also prepare packages of print and electronic classroom resources to distribute to teachers on the day of the event. The regional committees, however, play a critical role in speaker recruitment and event promotion.

Further information is provided below on the logistical steps that are required to coordinate a law institute, and in particular, how to distribute tasks amongst regional committee members.

Planning Timeline

6+ months prior	<ul style="list-style-type: none"> <input type="checkbox"/> Consult with regional committee members <input type="checkbox"/> Review last year's evaluations <input type="checkbox"/> Secure funding <input type="checkbox"/> Develop budget <input type="checkbox"/> Determine dates and registration fee <input type="checkbox"/> Book venue(s), including courthouses <input type="checkbox"/> Add event to CiviCRM <input type="checkbox"/> Contact law firms about sponsoring the institute and/or reception
4-6 months prior	<ul style="list-style-type: none"> <input type="checkbox"/> Set up online registration form and PayPal <input type="checkbox"/> Finalize program flyer <input type="checkbox"/> Begin promotion <input type="checkbox"/> Update OJEN website (i.e. program page, news item) <input type="checkbox"/> Start looking into catering options <input type="checkbox"/> Start determining session topics and speakers <input type="checkbox"/> Contact sponsors about donations of books, bags, resources, etc. <input type="checkbox"/> Coordinate the presentation of any awards with appropriate OJEN staff (e.g. Hux-Kiteley Exemplary Educator Award at SLI)
3-4 months prior	<ul style="list-style-type: none"> <input type="checkbox"/> Recruit speakers <input type="checkbox"/> Monitor registration (i.e. respond to emails, ensure online form is working, process cheques, prepare receipts, etc.) <input type="checkbox"/> Secure catering <input type="checkbox"/> Continue promotion
1-3 months prior	<ul style="list-style-type: none"> <input type="checkbox"/> Continue to recruit speakers <input type="checkbox"/> Send payment reminders <input type="checkbox"/> Collect short bios and session titles from speakers <input type="checkbox"/> Place any orders for notepads, pens, folders, speaker gifts, etc. <input type="checkbox"/> Book technical equipment for speakers (i.e. projector, screen, laptop, speakers, etc.) <input type="checkbox"/> Arrange any additional volunteers (e.g. Top Five note takers, person to manage registration, etc.) <input type="checkbox"/> Maintain ongoing communication with organizing subcommittees (e.g. OCJ session at SLI)
3-4 weeks prior	<ul style="list-style-type: none"> <input type="checkbox"/> Follow up with sponsors to confirm receipt of materials or check on materials not yet received <input type="checkbox"/> Send payment reminders <input type="checkbox"/> Send reminders about bios and session titles <input type="checkbox"/> Create name tags <input type="checkbox"/> Create certificates and have them signed by regional committee judge <input type="checkbox"/> Create receipts for those who paid by cheque <input type="checkbox"/> Organize gifts for speakers <input type="checkbox"/> Prepare program for printing (i.e. add updated agenda, edit and alphabetize bios, add sponsors' logos, etc.) <input type="checkbox"/> Send program to graphic designer for formatting <input type="checkbox"/> Get a quote on printing programs <input type="checkbox"/> Send invitations for reception, if applicable <input type="checkbox"/> Update materials for CD ROM and burn copies <input type="checkbox"/> Coordinate any courthouse tours taking place <input type="checkbox"/> Follow up with courthouses to confirm courtroom numbers, technology

	<ul style="list-style-type: none"> set up, building entrance, etc. <input type="checkbox"/> Check with OJEN staff about promoting other programs at Law Institute; arrange for promotional materials
1-2 weeks prior	<ul style="list-style-type: none"> <input type="checkbox"/> Close registration and finalize numbers for the workshop <input type="checkbox"/> Arrange for speaker introductions and thank yous <input type="checkbox"/> Confirm numbers with caterers <input type="checkbox"/> Confirm room set up at venue <input type="checkbox"/> Confirm technology <input type="checkbox"/> Have program printed <input type="checkbox"/> Photocopy materials for folders <input type="checkbox"/> Alphabetize all name tags, receipts, certificates, etc. for easy distribution <input type="checkbox"/> Create list with all participants, speakers, volunteers, staff, etc. for security at venue <input type="checkbox"/> Arrange for a news release to be sent out by OJEN Communications Manager <input type="checkbox"/> Load speaker presentations onto laptop in advance and test <input type="checkbox"/> Create signage directing participants to appropriate rooms <input type="checkbox"/> Prepare OJEN PowerPoint presentation outlining all session curriculum links and related resources
1-4 days prior	<ul style="list-style-type: none"> <input type="checkbox"/> Send a reminder email to the speakers with a contact number for the day of and the agenda <input type="checkbox"/> Confirm final details with the caterer and provide a program agenda so they know breakfast, lunch and break times <input type="checkbox"/> Touch base with the point-person for the venue <input type="checkbox"/> Organize all the materials needed at the registration table <input type="checkbox"/> Create participant list for venue security <input type="checkbox"/> Create list of staff responsibilities and review with staff prior to event <input type="checkbox"/> Bring blank name tags, certificates, receipts, paper, pens, scissors and tape, etc. <input type="checkbox"/> Bring extra copies of program <input type="checkbox"/> Stuff folders <input type="checkbox"/> Stuff bags <input type="checkbox"/> Arrange for delivery of materials to venue
Day of the Event	<ul style="list-style-type: none"> <input type="checkbox"/> Set up registration table and materials <input type="checkbox"/> Post signage <input type="checkbox"/> Arrange water for speakers <input type="checkbox"/> Provide venue security with registrant list <input type="checkbox"/> Distribute thank you gifts to speakers <input type="checkbox"/> Distribute resources to participants at end of the day
After the event	<ul style="list-style-type: none"> <input type="checkbox"/> Send out electronic evaluation to all participants <input type="checkbox"/> Send out thank you cards or emails to speakers, volunteers, courthouse staff, venue staff, catering staff, etc. <input type="checkbox"/> Send out charitable tax receipts to all sponsors <input type="checkbox"/> Upload speaker presentations to OJEN website <input type="checkbox"/> Finalize project report on CiviCRM



Step-by-step Instructions for Coordinating a Law Institute

1. Consult With Regional Committee

- Each committee varies in how they distribute the various tasks and roles involved in planning a Law Institute. Regardless of what you decide on, it is helpful to have a discussion about this in the initial planning stages so everyone is aware of what their role is and what is expected of them. Here are a few **possibilities**:
 - Designate one committee member to be the Law Institute chair. This person will be responsible for coordinating planning meetings, assigning roles and liaising with OJEN staff.
 - Distribute roles amongst members by agreeing on a different area of responsibility for each person (e.g. venue and catering; speakers; promotion; program materials, etc). Establish a system for giving committee members updates on your area. Keep in mind that certain tasks will need to be done prior to others, so timing may be a factor for who chooses what role.
 - Have each person select a role that corresponds with his or her area of expertise/employment (e.g. have the judges and justices of the peace on the committee take responsibility for coordinating the courthouse sessions; have the teachers take responsibility for promoting the event to other teachers; have the lawyers coordinate and/or deliver a session in their practice areas, etc.)
- Arrange a planning meeting early on in the process to discuss dates, venues and registration fees. Committee members may have suggestions for, or connections with, venues or caterers and these should be considered in the initial planning stages.
- You will likely need to organize subsequent meetings (or communicate by email) to discuss session topics and speakers. Members may be available to facilitate sessions at the Law Institute, or alternatively can provide suggestions and feedback on potential speakers and topics. You may also be able to recruit speakers directly through your networks.
- Once registration is set up, committee members should promote the Law Institute widely through their networks. OJEN staff will also promote the event on the OJEN website and through our various communications avenues (see below).

2. Secure Funding and Create a Budget (OJEN Staff)

- Consult with the Director of Educator Support early in the planning process to determine if there are any OJEN funds available to support the Law Institute. Based on this, determine what additional funding will be required, if any. Additional funds may come from registration fees, external funders, in kind donations, etc.
- Consider what expenses you will have and formulate an approximate budget. Budget items may include:
 - Venue
 - Catering

- Security
- Printing (programs, speaker materials, signage, notepads, nametags, receipts, certificates, etc.)
- Communications materials (folders, pens, certificates, OJEN promotional items, etc.)
- Speaker gifts
- Travel for OJEN staff
- Any necessary translations for the website or program materials
- Rental fees for microphones, technology, etc.
- Consider which budget items you will be able to eliminate or reduce by collaborating with local partners (e.g. asking a law school to provide space for free).
- The OJEN staff person will consult with the Communications Manager about the cost of items such as folders, pens, certificates, OJEN promotional materials, etc.
- Consult with the Director of Educator Support about the costs of items such as CD ROMS, resource printing, etc.
- Consider all of the associated costs and the funding available when setting the registration fee to ensure that all costs will be covered.

3. Select Dates

- Select dates as far as possible in advance to allow more time to plan the event and promote it to teachers.
- The OJEN staff person will add the dates to the OJEN website and begin to develop promotional materials, including program flyers.
- When selecting dates, it is important to consider what is happening during the school year and whether teachers will be available to attend. Availability of venue(s), speakers, etc. may also be considered.
- Consult with teachers on the planning committee or send out an email to canvass the availability of teachers in the region, and which dates would be best.

4. Secure Venue

- Once the dates are selected, secure a venue as soon as possible. Registration cannot be set up and promotion cannot take place until these two things are decided upon.
- Local partners can often provide a venue – ideally free of charge or at a reduced rate.
- Ensure that any potential venue meets the following requirements:
 - Is able to accommodate the expected number of participants
 - Has parking nearby and/or is accessible by public transportation
 - Is accessible for people with disabilities
 - Is able to accommodate catering
 - Has chairs, tables, podium, microphones, screen, projector, etc., if required.
- Make sure that any necessary forms and/or permits are filled out. Inquire about the venue's building/fire codes, maximum capacities and the ability to set-up on the day

of the event, or even before if possible. Ensure that there is a contact person regarding the booking of the venue.

- Maintain ongoing contact with the venue throughout the planning stages to ensure that everything is on track for the event. Discuss the set up of tables and chairs for both the participants and the speakers as well as microphones, technology (i.e. projector, screen, laptop), a registration table, catering, etc. Ensure that the caterer is able to access the venue early and that there will be someone on-site to assist with the setting up of chairs and tables.

5. Arrange Sponsorships

- Each year, various sponsors provide donations of books and bags to be distributed at OJEN Law Institutes that take place around the province.
- One request per year should be made which will cover all of the Law Institutes taking place that year. Usually this request is made by the Director of Educator Support around May or June.
- All of the materials are shipped to the Toronto office and then the appropriate quantities are shipped to the various locations where Law Institutes are taking place.
- Each sponsor's logo should appear on all program materials and an acknowledgement should be given during each event. A charitable tax receipt will be provided for the amount of the donation.
- If committee members have ideas or suggestions for additional sponsorship requests that may be made locally, consult with the OJEN staff person you are working with.
- Any financial sponsorship requests should be cleared with OJEN's ED to ensure that this request does not conflict with other sponsorship requests that may have already been made.

Annual Sponsors

- Emond Montgomery – books (one for each attendee at all LIs)
- Irwin Law – legal texts (one for each attendee at all LIs)
- Miller Thomson LLP – bags (one for each attendee at all LIs)
- Thomson Reuters (Carswell) – pocket *Criminal Codes of Canada* (one for each attendee at all LIs)

6. Set up Registration (OJEN Staff)

- Determine the registration fee. The fee will vary depending on the location, number of participants, associated costs and amount of subsidies. Determine the fee in consultation with the Director of Educator Support and the regional committee.
- Set up the PayPal link. Once the registration fee is set, a PayPal link must be created. Links have already been set up for the following events and can be used each year as long as the fee remains the same:
 - Ottawa (\$25): www.paypal.com/cgi-bin/webscr?cmd=_s-xclick&hosted_button_id=JV5BLX9FX7QRW
 - Thunder Bay (\$20): www.paypal.com/cgi-bin/webscr?cmd=_s-xclick&hosted_button_id=WHHDBCKJGCYNY

- Toronto (\$60): https://www.paypal.com/cgi-bin/webscr?cmd=_xclick&business=EEHXG3F5E9FTW&lc=CA&item_name=Summer%20law%20Institute&amount=60%2e00¤cy_code=CAD&button_subtype=services&bn=PP%2dBuyNowBF%3abtn_buynowCC_LG%2egif%3aNonHosted
- Set up the registration form on CiviCRM.
 - You will need to create one entry for the project management template (select *INTERNAL Project Template*) and a separate one for the registration page (select *OJEN Public Event*).
 - Sample content for the registration form is available in Appendix 1.1. You will need to include information in the following sections of the online registration set up:
 - Registration Screen (introductory text, footer, profiles)
 - Include the following profiles:
 - Registrant
 - Food Preferences
 - Event Payment
 - Media Release
 - OJEN Public Event – Registrant Information
 - Sign Up for OJEN Communications
 - Thank-you Screen (introductory text only)
 - Confirmation Email
 - Add information about payment options in the “Thank-you Screen”.
 - Registrants can pay by PayPal (preferred) or by mailing a cheque for the appropriate amount to OJEN’s office.
 - *Receipts* – Participants who pay by PayPal will automatically receive a receipt by email once their payment is submitted. You will need to create receipts for all participants who pay by cheque. Set up a Google doc entitled, for example, “2012 SLI cheques”, which is shared between you and OJEN’s Office Manager. Ask her to update the document each time a new cheque is received so that you know who requires a receipt and can prepare it in advance. Participants are also asked on their registration forms what payment type they will be using, so you can make receipts in advance based on that information. Provide receipts to participants when they arrive at the event.
 - *Payment Reminders* – Send out payment reminders to those who have registered but not yet paid their registration fee. Sample emails are available in Appendix 1.2.
 - Set up an automatic confirmation email and cc the confirmation to lawinstitutes@ojen.ca so you can keep a record of the registration forms.
- Once the registration form and PayPal have been set up, add a link to the registration form to the OJEN website. You should add it to the Law Institutes program page, and also create a news item. Samples are available in Appendix 2.

7. Secure Catering

- Catering will depend on the amount of funding available. Review your budget and consult with the Director of Educator Support to determine what funds are available for food.
- Some venues may have on-site catering (e.g. the LSUC for the SLI) or partner agencies, committee members, etc. may be able to recommend local caterers.
- Keep in mind that when law schools are hosting the Law Institute, we often have to secure catering through the school's existing catering partnership. This may increase costs and/or limit available food options.
- Participants are asked to indicate their food preferences on the registration form. Ensure that these have all been accommodated with the caterers. Also ensure that there is a vegetarian option available.

8. Promote Event

- Various organizations and individuals are involved in the promotion of OJEN Law Institutes. Promotion should begin as early as possible in order to reach teachers as they plan their year, and also to enhance opportunities to add promotional pieces to publications. The following outlines possible avenues for promotion:
 - Save the Date flyer
 - As soon as dates are set, you can begin distributing 'Save the Date' flyers at various PD days, programs, etc. The OJEN staff person will coordinate the production of this flyer and send it out to the committee members. Sample content is available in Appendix 2.1.
 - Program flyer
 - Once dates and a venue are decided upon and the registration form is set up, have OJEN's Graphic Designer prepare a program flyer using the existing template. The OJEN staff person will coordinate the production of this and send it out to the committee members. The flyer can be distributed at events, added to the OJEN and/or partner website, and attached to the OJEN newflash and promotional emails. Sample content is available in Appendix 2.2
 - Newsflash
 - The OJEN staff person will consult with OJEN's Communications Manager about sending out 3-4 newsflashes in advance of the Law Institute. Sample content is available in Appendix 2.3.
 - Newsletter/Dialogue
 - The OJEN staff person will consult with OJEN's Communications Manager about opportunities to promote the Law Institute in OJEN publications.
 - OJEN Website
 - Law Institute program page
 - The OJEN staff person will regularly update the Law Institute program page with information about upcoming Law Institutes, including dates, how to register and program agendas.

- News item
 - The OJEN staff person will create a news item about the Law Institute which will appear on the home page of the OJEN website. Sample content is available in Appendix 2.4.
- ☐ News Release
 - Consult with OJEN’s Communications Manager about sending out a news release to local media in advance of the Law Institute. Sample content is available in Appendix 2.5.
- ☐ Regional Committees
 - Regional committee members should distribute information about Law Institutes to their networks.
 - Opportunities for cross promotion with events run by their own organizations or on their websites should also be explored and maximized.
- ☐ School Board Contacts
 - Send information about the Law Institute to school board contacts and ask them to share with their networks of teachers.
- ☐ External Websites
 - Faculties of Education
 - Ontario College of Teachers
 - Teachers’ federations (e.g. OSSTF, ETFO, OECTA)
 - Community partners (e.g. CCLET, Civics Education Network)
 - Subject councils (e.g. OHASSTA, OFSHEEA, OBEA)
 - Ontario Principals’ Council
- ☐ Publications
 - Professionally Speaking (OCT)
 - Rapport (OHASSTA)

9. Select Topics and Recruit Speakers

- When selecting topics for a Law Institute, consider the following:
 - **Legal topics in the curriculum** – incorporate training on the topics that teachers are required to teach. Law Institutes are about building teachers’ capacity to address the legal content in the curriculum.
 - **Topics teachers have requested training on** – consult evaluations from previous Law Institutes, PD days, etc. to see what topics have been requested. If there is time, you can also send out a Fluid Survey in advance to canvass topic and speaker ideas from teachers. The OJEN staff person can help coordinate this.
 - **What topics were addressed in recent years** – many attendees come every year and expect topics and speakers to be new and different each year. Topics can be recycled, but try to skip a year at a least and/or look at the issue from a different angle.
 - **Current legal issues** – many Law Institutes address “hot topics” that are receiving media attention and that teachers will be addressing in their classes.
 - **Topics that have been addressed at other OJEN Law Institutes that year** – Consult with the Director of Educator Support about whether there are topics

- that are strategically being addressed at every Law Institute around the province in a given year. Certain topics may be integrated into each Law Institute in order to ensure a particular type of training is happening around the province.
- **Suggestions from the regional committee** – committee members may have expertise in certain areas and volunteer to facilitate a session in that area.
 - Once topics are selected, brainstorm with the planning committee and/or do research on who would be suitable speakers for each topic. Try to engage members from the local community.
 - Send out speaker invitations. A sample invite is available in Appendix 3.4. Consider that many high profile speakers will need to be asked several months in advance. If a speaker is unavailable, you can ask them for recommendations for a colleague with similar expertise in the field, and then make the request directly to that person.
 - Once speakers confirm, send out a confirmation email. If there are multiple speakers, send this information to the whole group at once to ensure they are connected to each other and all have the same information. A sample confirmation email is available in Appendix 3.5. The confirmation should:
 - Confirm the date, time and location of session
 - Request a short bio and session title from each speaker
 - Outline any specific content or topics that the session should focus on
 - Ask speakers to confirm their technology requirements
 - Ask speakers to send any materials for distribution to teachers by a particular deadline
 - You may need to take the lead in setting up conference calls to arrange for panelists to discuss the session with each other. OJEN has a conference line available for such calls. The OJEN staff person can help to coordinate this if necessary.
 - Continue to send speakers reminders until you have received all of their bios and session titles.
 - The OJEN staff person will add all speakers' names and phone numbers to the master registration list so that you have contact information for them at the venue on the day(s) of the event.
 - The week before the event, send all speakers a reminder email (with agenda attached) and a phone number where they can reach a contact person on the day of.
 - Arrange in advance for select attendees to introduce each speaker. Provide them with the session time, title, names and bios for the speaker(s), as well as brief instructions on what the introduction should include. A sample email confirmation is available in Appendix 3.6.

10. Plan Courthouse Sessions

- At most Law Institutes at least one experiential session takes place at a local courthouse. This provides teachers with an opportunity to visit local institutions and see demonstrations of various legal proceedings, which they can then replicate with students.

- Contact the courthouse(s) as early as possible to arrange room bookings. If there is a committee member affiliated with a local courthouse, that person may be willing to take the lead on this. Sample request emails are available in Appendix 3.7.
- Consider transportation to and from the courthouse when deciding where to place the session within the schedule.
- You should consider how long it will take a large group to go through security at the courthouse and either ensure you have left enough time between sessions to accommodate that, or contact the security at the courthouse to make alternate arrangements for entry into the building. For example, at the SLI arrangements are made with the Toronto Police Service to have all participants enter a side entrance of Old City Hall using their OJEN name tag as verification that they are with our group.
- If presenters require any technology at the courthouse (e.g. laptop, projector, screen, speakers, etc.), coordinate that in advance and ensure that you have a staff person or volunteer available to set up the technology prior to the session. Check with the contacts at the courthouse to see if they have equipment available for the session.

11. Plan Resource Distribution (OJEN Staff)

- At each Law Institute, teachers receive resources to take away and use in their classrooms. OJEN staff can help coordinate this and have it shipped to the venue or to a committee member in advance. The materials are a combination of OJEN resources and donations from external organizations.
- **CD ROM** – A CD ROM of resources is prepared for each attendee, which includes OJEN resources along with any speaker materials from the Law Institute. Ask speakers in advance if there are materials they would like to include in order to allow enough time to add the materials. CD ROMs can be prepared in the Toronto office in advance and shipped to each location.
- **Folders** – When participants check in on the morning of the event, they receive a folder of materials, including the conference program, CD ROM table of contents, a notepad, a pen, materials related to each session, and OJEN flyers and promotional materials.
- **Bags** – A bag of resources, including legal texts, a *Criminal Code of Canada*, partners' resources, promotional materials from sponsors and OJEN DVDs, is distributed to each participant at the end of the Law Institute.
- Speakers may request that you provide certain information to each participant related to their session. You will need to make copies in advance and add the material to the folders. If possible, you can also project it on the screen from the laptop.

12. Coordinate Remaining Logistics (OJEN Staff)

- Once all of the major logistics are taken care of, there are a number of additional logistics and smaller details that need to be coordinated. Ensure that each of these is completed as this will enhance the overall organization of the Law Institute and ensure a smooth, problem-free final event.
- Registration

- Check the registration list on CiviCRM on an ongoing basis. Crosscheck the list of those who have registered through CiviCRM with the PayPal list and the list of those who have paid by cheque.
- Send out reminder emails to those who have registered but not paid. You may consider following up with a phone call(s) if necessary.
- Create name tags for each registrant.
- Create a certificate for each registrant.
- Have the certificates signed in advance by the local regional committee judge.
- Create receipts for those who have paid by cheque.
- Right before the event, prepare a final registration list that identifies who has not yet paid, who has paid by cheque and requires a receipt and who has paid by PayPal. Those who pay by PayPal will automatically receive a receipt by email. If they require an additional one from OJEN, they must request it.
- Organize all of the registrations materials in alphabetical order.
- Create a plan for how the materials will be distributed during registration on the day of the event. Prepare for the possibility that a large number of people to arrive all at once.
- Bring blank copies of nametags, certificates and receipts to keep at the registration table.
- Bring pens, markers, scissors and tape to keep at the registration table.
- Bring a list with all the speakers phone numbers on the day of in case you need to reach someone.
- Programs
 - Finalize the agenda, collect all bios and sponsor logos.
 - Organize the program and bios in alphabetical order.
 - Obtain print quotes.
 - Have programs printed.
 - Put programs in folders in advance.
 - Bring any extra copies on the day of for speakers, volunteers, staff, etc.
- Technology
 - Arrange technology for all locations, including microphones, laptops, projectors, screens, speakers, etc.
 - Ask speakers in advance what type of technology they require and have them send it to you in advance, if possible.
 - Load speakers' presentations onto laptop and test in advance, if possible.
 - Coordinate the set up of the technology at the venue and ensure that this is done in advance of the first session. Ensure that an OJEN staff person or volunteer is onsite throughout the Law Institute to load any presentations that speakers bring on the day of, switch slides and attend to IT issues.
 - If technology is needed for a session at a courthouse, ensure that this is arranged in advance and all of those involved in setting it up are aware of what their roles are.
 - Test microphones in advance and ensure that you have extra batteries on hand.
- Signage
 - Create signs to direct registrants to the appropriate room in the venue.

- Create signs to direct registrants to the appropriate courtroom(s).
- Resource Distribution
 - Folders
 - Check in advance to see if there are enough OJEN folders and pens available for registrants. If not, consult with the Communications Manager about whether more will be ordered.
 - If notepads are being distributed, arrange for those to be printed in advance.
 - Photocopy all materials to be included in folders.
 - Stuff folders in advance.
 - SLI CD ROM
 - Update all files in the CD ROM folder from the previous year.
 - Update the table of contents.
 - Arrange for any necessary translations.
 - Request materials from speakers and/or partners.
 - Update the CD ROM label.
 - Burn a master copy.
 - Replicate enough copies for each participant.
 - Additional OJEN DVDs or CD ROMs
 - Burn copies of any additional OJEN DVDs or CD ROMs that will be distributed (e.g. Mock Trial Demonstration Video, Combating Hatred, etc.)
 - Bags
 - Once all materials have been received from sponsors (and shipped from OJEN's main office, if necessary), stuff all bags in advance.
 - Create a plan for shipping all the materials to the venue in advance of the event.

13. Complete the Program Evaluation (OJEN Staff)

- The OJEN staff person will set up an online evaluation survey using OJEN's FluidSurveys account. Examples of past Law Institute evaluation surveys are available once you login.
- Following the Law Institute, send out an email to all participants with the link to the evaluation survey. A sample email is available in Appendix 5.1.
- Depending on the response rate, you may consider sending out a reminder email asking registrants to complete the evaluation.

14. Complete Post-Law Institute Wrap-Up (OJEN Staff)

- Arrange for any additional materials to be brought from the venue back to the OJEN office. Unpack any leftover folders and bags.
- Send thank you letters/emails to all speakers, volunteers, committee members, community partners, catering staff, venue staff and anyone else to contributed to the event.

- Consult with OJEN's Office Manager about sending charitable tax receipts to any sponsors.
- Add any speaker presentations to the OJEN website as a new resource. For a sample template, see: <http://ojen.ca/resources/cat/92>.
- Finalize the project report on CiviCRM.

APPENDICES

1. Registration
 - 1.1. Registration Form Content
 - 1.2. Payment Reminder

2. Promotion
 - 2.1. Save The Date Flyer
 - 2.2. Program Flyer
 - 2.3. Newsflash
 - 2.4. News Item
 - 2.5. News Release

3. Program
 - 3.1. Sample Program – Toronto 2012
 - 3.2. Sample Program – Thunder Bay 2011
 - 3.3. Sample Program – Ottawa 2011
 - 3.4. Speaker Invitation
 - 3.5. Speaker Confirmation
 - 3.6. Speaker Introduction Confirmation
 - 3.7. Courthouse Requests

4. Reception
 - 4.1. Reception Invitation

5. Evaluation
 - 5.1. Evaluation Request

1. REGISTRATION

APPENDIX 1.1 – REGISTRATION FORM CONTENT

1. Registration Screen

Introductory Text

TORONTO SUMMER LAW INSTITUTE

Osgoode Hall, 130 Queen Street West, Toronto
Tuesday, August 28 & Wednesday, August 29, 2012

The registration fee is \$60, which includes all session materials and meals. Registration and payment must be received by August 10, 2012 for registration to be complete. Registrations will not be refunded after the registration deadline, however registrant substitution will be permitted. Registration is on a first-come, first-serve basis.

Footer Text

Click **CONTINUE** to submit your registration and payment. The registration fee is \$60, which includes all session materials and meals. Registration and payment must be received by August 10, 2012 for registration to be complete. Registrations will not be refunded after the registration deadline, however registrant substitution will be permitted. Registration is on a first-come, first-serve basis.

2. Thank-You Screen

Title

Thank You for Registering for the 2012 Toronto Summer Law Institute!

Introductory Text

Paying by PayPal?

Click [HERE](#) to submit your payment through PayPal. You will be redirected to the PayPal website.

Paying by cheque?

Please mail a cheque made payable to the Ontario Justice Education Network in the amount of \$60 to:

Ontario Justice Education Network
130 Queen Street West
Toronto, ON M5H 2N6

All payments must be received by August 10, 2012. Registration is not complete until payment is received.

A confirmation email has been sent to the email address provided. Please check your email throughout the summer for further program details. Please direct all inquiries to sli@ojen.ca.

3. Confirmation Email

Thank you for registering for OJEN's 2012 Summer Law Institute (SLI)! The SLI will take place on Tuesday, August 28 and Wednesday, August 29 in Toronto. This message confirms your registration and includes information about the SLI location, transportation and local hotels. We look forward to seeing you at one of this summer's most engaging professional development opportunities!

LOGISTICS

Registration opens at 8:30AM on Tuesday, August 28, 2012. Please arrive before 9AM to pick up your registration materials.

There are court visits scheduled on both days. Be advised that you must go through airport-like security before entering the courthouses. Please do not bring any illegal or inappropriate items as they will not be permitted in the building.

We have scheduled a wine and cheese reception on Tuesday, August 28 from 5PM-7:30PM. We hope those of you attending from surrounding communities will be able to join us for the reception before making the trip home. OJEN staff, SLI speakers, and lawyers and judges involved in OJEN programming will also attend the reception, providing you with an opportunity to discuss some of the day's topics with these volunteers in an informal setting.

LOCATION & DIRECTIONS

The SLI will take place at Osgoode Hall, located at 130 Queen Street West, Toronto on the Northeast corner of University Avenue and Queen Street West. The majority of the sessions will take place in Convocation Hall, located in the Law Society of Upper Canada in Osgoode Hall. Please enter via the east entrance of Osgoode Hall (the Law Society of Upper Canada entrance) located on the east side of the building, facing Nathan Phillips Square.

Public Transit Directions

[include public transit directions]

Driving Directions

[include driving directions to venue]

Parking

[include directions to parking]

HOTELS

The following hotel options are within close proximity to Osgoode Hall.

[include list of local hotels]

APPENDIX 1.2 – PAYMENT REMINDER

Thank you for registering for the 2012 OJEN Summer Law Institute! If you are receiving this email, we have received your registration form, but still require your \$60 registration fee. Payments must be received no later than Friday, August 10, 2012. Registrants may submit payment through PayPal (preferred) or by cheque.

PayPal

Please click [HERE](#) to submit your payment through PayPal. Once your payment goes through, you will receive an email confirmation.

Cheque

Please mail a cheque in the amount of \$60 payable to the Ontario Justice Education Network to the following address. Cheques should not be delivered in person and must be received by August 10, 2012. Receipts will be provided on August 28 when you pick up your registration materials.

Mail to:

Ontario Justice Education Network
130 Queen Street West
Toronto, ON M5H 2N6

All questions and concerns should be directed to sli@ojen.ca. We look forward to seeing you in August!

2. PROMOTION

APPENDIX 2.1 – SAVE THE DATE FLYER

SAVE THE DATE!!!

**2011 OJEN Summer Law Institute
August 30 & 31, 2011**

OJEN's Toronto Summer Law Institute (SLI) gives Ontario teachers an opportunity to participate in presentations and discussion with judges and lawyers about timely legal issues that enhance classroom teaching and learning. Sessions topics will include family law, civil liberties, the top 5 cases of 2011, international criminal Law, new OJEN resources, and experiential sessions at the Ontario Court of Justice and the Superior Court of Justice.

The 2011 Toronto SLI will take place at Osgoode Hall (130 Queen St. W).

The registration fee is \$45, which includes all sessions and breakfast and lunch for both days. Registrants from all over Ontario are welcome to attend. Please note that all sessions will be in English.

Check the OJEN website for registration details or email sli@ojen.ca.

APPENDIX 2.2 – PROGRAM FLYER

To see a sample flyer, see: M:\Educator Support\Law Institutes for Teachers\2012\Toronto (SLI)\Promotion\Flyers

APPENDIX 2.3 – NEWSFLASH

The OJEN [Summer Law Institute](#) gives Ontario teachers an opportunity to participate in presentations and discussion with judges and lawyers about timely legal issues that enhance classroom teaching and learning.

The Summer Law Institute will take place Tuesday, August 28 & Wednesday, August 29, 2012 at Osgoode Hall, 130 Queen Street West, Toronto, ON.

The registration fee is \$60, which includes all session materials and lunch. Registrants from all over Ontario are welcome to attend. Please note that all sessions will be in English.

To REGISTER, click [HERE](#). Registration and payment must be received by August 10, 2012.

APPENDIX 2.4 – NEWS ITEM

TEACHERS: REGISTER NOW for the 2012 Summer Law Institute!
August 28, 2012 - August 29, 2012

Location: Osgoode Hall, 130 Queen Street West, Toronto, ON

The OJEN [Summer Law Institute](#) gives Ontario teachers an opportunity to participate in presentations and discussion with judges and lawyers about timely legal issues that enhance classroom teaching and learning.

The Summer Law Institute will take place Tuesday, August 28 & Wednesday, August 29, 2012 at Osgoode Hall, 130 Queen Street West, Toronto, ON.

The registration fee is \$60, which includes all session materials and lunch. Registrants from all over Ontario are welcome to attend. Please note that all sessions will be in English.

To REGISTER, click [HERE](#). Registration and payment must be received by August 24, 2012.

Contact: sli@ojen.ca

Related Documents:

[2012 SLI Flyer](#)

[2012 SLI Program Draft](#)

APPENDIX 2.5 – NEWS RELEASE

August 23, 2012

NEWS RELEASE

For Immediate Release

Contact: Nadine Demoe

416 947-5267

Toronto Area Law Teachers Prepare for New School Year

OJEN's popular two-day professional development conference for secondary teachers of law and civics takes place August 28th and 29th, 2012 at Osgoode Hall.

Approximately 100 teachers register for the Summer Law Institute each year for the opportunity to have face-to-face discussions with justice professionals and legal academics at the centre of current legal issues.

This years' speakers include the **Honourable Frank Iacobucci**, former Justice of the Supreme Court of Canada and the **Honourable Roy McMurty**, former Chief Justice of Ontario, and one of the architects of the *Canadian Charter of Rights and Freedoms*, reflecting on 30 years of the *Charter*; **Alan Borovoy**, General Council, emeritus from the Canadian Civil Liberties Association who delivers his annual address, and activist **Uzma Shakir**, who will co-present a session addressing violence against women in the classroom; among many other legal luminaries.

The new ideas, resources and skills acquired over the two day workshop will impact an estimated 13,000 students in various subject areas taught by the teachers who attend.

Teachers play a crucial part in developing legally capable young people and ultimately, active and engaged citizens. Therefore, OJEN has initiated a wide range of programs that connect teachers to the justice community. Law Institutes have been held in 7 Ontario cities and have been attended by nearly 2000 teachers since OJEN was founded in 2002. OJEN also creates and distributes, free of charge, classroom resources to enhance the delivery of law and civics curricula.

Celebrating its 10th anniversary this year, the Ontario Justice Education Network is a non-profit, charitable organization that brings together the legal and education sectors to collaborate on initiatives that foster public understanding of the justice system. Since its inception over 1,000,000 youth, teachers and youth workers, have been impacted by OJEN’s programs and resources.

3. PROGRAM

APPENDIX 3.1 – SAMPLE PROGRAM, TORONTO 2012

Tuesday, August 28, 2012

8:30AM	Registration and Coffee Convocation Hall, Law Society of Upper Canada, 2 nd Floor
9AM-10AM	Keynote Address on Civil Liberties Alan Borovoy, General Counsel, Emeritus, Canadian Civil Liberties Association
10AM-11AM	Reflecting on 30 Years of the Charter Frank Iacobucci, Former Justice of the Supreme Court of Canada; Roy McMurty, Former Chief Justice of Ontario; Moderator: Professor Sonia Lawrence, Osgoode Hall Law School
11AM-11:15AM	Break
11:15AM-12:15PM	Rights and Roles – The Environment and You Albert Koehl, Ecojustice; Paula Boutis, Iler Campbell LLP
12:15PM-1PM	Lunch
1PM-2:30PM	No Honour in Violence: Addressing Questions and Concerns in the Classroom Uzma Shakir; Farrah Khan, Barbra Schlifer Commemorative Clinic
2:30PM-3PM	Break
3PM-5PM	Sentencing: A New Regime <i>Ontario Court of Justice, Old City Hall, Courtroom</i> Justice Paul Robertson, Ontario Court of Justice; Megan Petrie, Ministry of the Attorney General; Donna Pledge, Criminal Defence Lawyer
5PM-7:30PM	Presentation of Hux-Kiteley Exemplary Justice Educator Award <i>Upper and Lower Barristers’ Lounge, Law Society of Upper Canada</i> Wine and cheese reception to follow

Wednesday, August 29, 2012

8:30AM-9AM	Arrive at Superior Court of Justice
9AM-10:15AM	Landlord and Tenant Hearing Demonstration <i>Superior Court of Justice, 361 University Avenue</i> Guy Savoie, Landlord and Tenant Board; Cathy Corsetti, Corsetti Paralegal; John Fraser, Centre for Equality Rights in Accommodation; Joe Myers, Willowdale Community Legal Services
10:15AM-10:30AM	Break
10:30AM-12PM	Exploring the Right to Protest Abby Deshman, Canadian Civil Liberties Association; Karen Ensslen, Ursel Phillips Fellows Hopkinson LLP; Professor Patrick Forget, Université du Québec à Montréal (UQAM)
12:15PM-1:15PM	Lunch
1-2PM	Issues in Children’s Rights Mary Birdsell, Justice for Children and Youth; Laura Arndt, Office of the Provincial Advocate for Children and Youth
2:15PM – 2:30PM	Break
2:30PM-3PM	Review of New OJEN Resources and Programs
3PM-4PM	The Top Five Significant Cases of 2012 Justice Stephen Goudge, Court of Appeal for Ontario
4PM-5PM	Closing Remarks & Distribution of Resources

APPENDIX 3.2 – SAMPLE PROGRAM, THUNDER BAY 2011

8:30 -9:00 am	REGISTRATION <i>Main Lobby, Superior Court of Justice</i>
9:00–10:30 am	EXPERIENTIAL JURY SELECTION ACTIVITY <i>Main Courtroom, Superior Court of Justice</i> The Honourable Justice John Wright , Superior Court of Justice; Debra Kinsella , Assistant Crown Attorney, Ministry of the Attorney General; Gilbert Labine , Defence Counsel
10:30–11:15 am	BREAK (<i>Travel to City Hall</i>)
11:15–12:15 pm	KEYNOTE ADDRESS: A QUESTION OF CULTURE <i>McNaughton Room, City Hall</i> The Honourable Justice Helen Pierce , Regional Senior Judge, Superior Court of Justice
12:15-1:15 pm	LUNCH
1:15–2:00 pm	FAMILY LAW: CHILD SUPPORT 101 Kristen Bucci, Partner, Zochodne Bucci LLP
2:00–2:45 pm	MOCK BAIL PROGRAM PRESENTATION His Worship Justice of the Peace John Guthrie, Ontario Court of Justice
2:45-3:00 pm	BREAK
3:00–4:30 pm	PANEL DISCUSSION: THE LEGAL IMPLICATIONS OF FACEBOOK! Neil McCartney , Criminal Defence Lawyer; Robert Zochodne , Civil Litigator; Mr. J.P. Tennier , Vice Principal, St. Patrick High School; Adam Schenk , Political Science and History Major, Lakehead University (moderator)

APPENDIX 3.3 – SAMPLE PROGRAM, OTTAWA 2011

TIME	EVENT
8:30-9:00	Registration and Coffee
9:00-9:15	Welcoming Remarks The Honourable Madam Justice Célynne Dorval, Ontario Court of Justice
9:15-10:15	The Top Five Significant Cases of 2011 (English Only) The Honourable Justice Gilles Renaud, Ontario Court of Justice
10:15-10:45	Break
10:45-11:30	Top 10 Myths about the Justice System (English Only) Karen Ann Reid, Criminal Lawyer James Ford, Criminal Lawyer
11:30–12:00	Integrating Mock Trials into the Classroom (English Only) Sarah McCoubrey, Executive Director, Ontario Justice Education Network
12:00-1:00	Lunch
1:00–2:00	Social Media and the Law (English and French) Detective Michael Pelletier, High Tech Internet Child Exploitation Unit, Ottawa Police Service Constable Amy Haggerty, School Resource Officer, Ottawa Police Service
2:00-2:30	Presentation of the 2011 OJEN Lennox Award
2:30–2:45	Break
2:45–3:45	Family Law: The Law of Child Support (English and French) Carol J. Craig, Lawyer, Borden Ladner Gervais LLP Danielle Manton, Executive Director, Association of French Speaking Jurists of Ontario (AJEFO)
3:45-4:00	Closing Remarks & Distribution of Resources The Honourable Madam Justice Célynne Dorval, Ontario Court of Justice

APPENDIX 3.4 – SPEAKER INVITATION

Dear Mr. Koehl,

I hope this message finds you well. The Ontario Justice Education Network (OJEN), a collaborative justice education organization initiated by Ontario’s three Chief Justices, facilitates justice education opportunities for educators and young people across the province. One of our most successful programs is our annual Summer Law Institute (SLI), a two-day professional development conference attended by approximately 100 high school law and civics teachers. The SLI brings together leading justice sector professionals with teachers to discuss legal issues in a candid and professional environment.

On behalf of OJEN, I would like to extend a warm invitation to you to speak at this year's Toronto SLI, which will take place on August 28 & 29, 2012.

In each SLI, we strive to include current legal topics that encourage teachers, and by extension students, to explore the intersecting points of view on various legal issues. While environmental law issues do not make up a large portion of the high school law curriculum, we know from many anecdotal conversations with teachers that students are

asking questions about this important area of law. Teachers also consistently tell us they would like more training and resources in this area. As such, at this year's SLI, we will be including a session on environmental law case studies and we would greatly value the expertise you could bring to our participants.

OR

This year, we have scheduled a session entitled Reflecting on 30 Years of the Charter and have confirmed the participation of former SCC judge, Frank Iacobucci, and former Chief Justice of Ontario (and OJEN founder), Roy McMurtry, to offer their insights on the Charter with teachers. We are hoping that you will consider moderating the discussion, including structuring the topics and questions, and providing necessary background context to participants.

OR

In each SLI, we strive to include current legal topics that encourage teachers, and by extension students, to explore the intersecting points of view on various legal issues. In response to recent high profile cases including the Shafia trial, R v NS, R v Ryan and the Aqsa Parvez case, we are hoping to include a session at this year's SLI that builds teachers' capacity to address issues related to violence against women, "honour crimes", supports/defences available to women, and how these issues intersect with culture and faith. We know that many students ask about these cases and teachers often feel unprepared to deal with the controversial aspects of these issues. We would greatly value the expertise you could bring to our participants.

OR

This year, we would like to include an experiential session on housing rights. The goal is to build teachers', and by extension students', understanding of housing issues and the systems in place to deal with such legal matters. The session will involve a short mock hearing, a discussion of the role and procedures of the LTB as well as a discussion of housing rights. Vice Chair Guy Savoie of the LTB will be presiding over the mock hearing and we are hoping that you and a lawyer from a legal clinic will be available to argue the mock case during the demo. We will then have a panel discussion and Q&A afterwards.

The session has been scheduled for **Tuesday, August 28, 2012** from **11:15AM-12:15PM**.

We would like the focus to be on case studies rather than the specific details of the law as these tend to provide more useful discussion points for teachers. We will be asking other panellists to contribute to the session, so the time will be shared. Once we have confirmation from everyone, I will put you all in touch to discuss how the session may take shape. I would also welcome suggestions for additional speakers should you have any.

The SLI takes place in Convocation Hall at Osgoode Hall (130 Queen Street West). Other speakers include Justice Stephen Goudge of the Court of Appeal and Alan Borovoy, who will give a keynote address on civil liberties. You can see all past program agendas here: <http://www.ojen.ca/program/130>.

Please contact me at your convenience at asobko@ojen.ca or (416) 947-3308 to discuss the possibility of your attendance further. Thanks and I look forward to hearing from you.

APPENDIX 3.5 – SPEAKER CONFIRMATION

Dear Guy, Cathy, John and Joe:

Many thanks to you all for agreeing to contribute your insights and expertise with teachers at OJEN's 2012 Summer Law Institute. I have outlined below information about your session, as well as deadlines regarding your session title, biographies and materials. Please read through and let me know if you have any concerns. I have also attached a full program draft for your review.

1. To confirm, your session is scheduled for **Wednesday, August 29, 2012** from **9AM-10:15AM** at the Superior Court of Justice (361 University Avenue). I will confirm the courtroom number as I receive that information.
2. As I mentioned in my previous messages, we would like part of the session to be a demonstration of how a case would be heard before the LTB. I have attached a scenario that OJEN has developed (also available here: <http://ojen.ca/resource/2464>). You're welcome to use this or come up with your own fact pattern if you prefer. We would also like to give 30-40 minutes for a discussion of housing rights issues and questions.
3. We ask that speakers provide us with a brief biography (~1 paragraph) and session title, which we will include in the conference program. Please forward your bio and session title by email no later than **Friday, August 3 2012** to ensure that it is included in the program materials.
4. If you require any technology (e.g. laptop, speakers, screen, projector, etc), please let me know at your earliest convenience so I can arrange to have those set up in the courtroom in advance.
5. Finally, we distribute a CD ROM of speaker resources and educational materials that correspond to various themes addressed at the Institute (e.g. presentation slides, handouts, etc). Teachers use the resources in their classrooms throughout the school year. If there are any materials you would like to provide for the CD ROM, please forward them by **August 3, 2012**.

Thank you for your support of OJEN. If you have any questions or concerns, please contact me at [\(416\) 947-3308](tel:4169473308).

APPENDIX 3.6 – SPEAKER INTRODUCTION CONFIRMATION

Many thanks for agreeing to introduce a session at OJEN's upcoming Summer Law Institute. A full program is attached with session times and bios.

I have scheduled to introduce the session, No Honour in Violence: Addressing Questions

and Concerns in the Classroom on Tuesday. The speakers are Uzma Shakir and Farrah Khan.

Please feel free to watch the clock and make your way up to the podium at your scheduled time. We are going to try our best to stay on schedule, so don't hesitate to call things to order if your session is supposed to begin.

The bios I am giving you are from the conference program. Since all the participants will already have this information, and will have the opportunity to read the bios at length, I request that you pick out **two or three key points to highlight** about the speaker in the introduction -- please feel free to add your own comments or personal connections that you may have to the speaker. We hope to keep the introductions **short**, so please **ONLY** highlight the key points you've selected from the bio, as well as the session topic/title.

Please don't hesitate to contact me at the number below if you have any questions or concerns, or if you require a different time slot. Thank you again and I'm looking forward to seeing you all on the 28th!

APPENDIX 3.7 – COURTHOUSE REQUESTS

Dear Maurice,

I hope this message finds you well and you're having a great summer so far.

OJEN's 2012 Summer Law Institute has been scheduled for Tuesday, August 28 & Wednesday, August 29, 2012. We are very interested in once again holding an interactive session in a courtroom at the SCJ at 361 University Ave. We have scheduled the SCJ session for Wednesday, August 29, 2011 from 830AM-1015AM, and I am writing to inquire about courtroom availability during this time.

This year, we will be doing a demonstration of a landlord and tenant hearing so we won't actually be working with a judge from the SCJ for this particular session.

Many thanks for your assistance and please don't hesitate to contact me to discuss this further.

Dear Justice Caldwell and Pat,

I hope this message finds you both well. As you know, OJEN hosts our annual Summer Law Institute for high school teachers at the end of August each year. This year is particularly exciting as it is our 10th anniversary. The Institute will be held on Tuesday, August 28 and Wednesday, August 29, 2012. In previous years, the Ontario Court of Justice has generously allowed us to host an experiential session in courtroom 121 of

Old City Hall on the first day of the conference. If possible, we would like to do the same again this year. The timing would be on Tuesday, August 28, 2012 from 3pm-5pm. We may need to come in about an hour earlier, around 2pm, to set up.

Many thanks for your continued support of justice education.

4. RECEPTION

APPENDIX 4.1 – RECEPTION INVITATION

Re: OJEN Summer Law Institute – Wine & Cheese Reception, August 28, 2012

The Ontario Justice Education Network (OJEN), a collaborative justice education organization initiated by Ontario's three Chief Justices, coordinates justice education opportunities for educators and young people across the province. One of our most successful programs is our annual Summer Law Institute (SLI) for teachers. The SLI is attended by approximately 100 high school law and civics teachers, and brings together leading justice sector professionals with teachers to discuss timely legal issues in a candid and professional environment.

This being our tenth anniversary year, we would be delighted if you could attend a wine and cheese reception on **Tuesday, August 28, 2012 from 5PM-7:30PM** following the first day of the SLI. As you can see from the enclosed program, it promises to be a rich and compelling conference.

OJEN staff, SLI speakers, and volunteers involved in OJEN programming will be attending the reception, providing an opportunity to discuss current legal issues and network in an informal setting. Madam Justice Fran Kiteley and Mr. Allan Hux will be presenting the 2nd annual **Hux-Kiteley Exemplary Justice Educator Award** to high school law teacher, Norm Innocente, during the reception. This annual award was established by the OJEN Board of Directors in honour of the foundational role both Allan and Fran have played in establishing OJEN.

Please join us in the Upper and Lower Barristers Lounge of the Law Society of Upper Canada (130 Queen Street West, Toronto). Enter via the east entrance of the building, facing Nathan Phillips Square.

Please RSVP to sli@ojen.ca by Friday, August 24, 2012. We look forward to seeing you on the 28th!

5. EVALUATION

APPENDIX 5.1 – EVALUATION REQUEST

Dear Summer Law Institute participant,

Thank you for attending the 2012 SLI in Toronto! We hope that you found this year's conference to be a rewarding professional development opportunity. We would appreciate if you would take approx. 5-7 minutes to complete the SLI evaluation survey available [HERE](#).

Your feedback helps OJEN continue to offer new and innovative sessions each year. Thank you for taking the time to complete the survey. Best of luck with the 2012/13 school year!