A STEP BY STEP GUIDE TO HOSTING YOUR OWN ONLINE VIRTUAL SELF DEFENCE WORKSHOP

If your University of Toronto group or organization is interested in hosting its own Wen-Do (women identified), Acts of Resistance (LGBTQ+ community), or Urban Self Defence (male identified) “taster” session, the Community Safety Office would be happy to assist you.

- The Wen-Do and Urban Self Defence workshops are two hours in length and require participants to have their web camera on for the entire workshop. These two workshops are interactive participatory workshops where participants are expected to actively engage in the workshop exactly as they would if they were participating in person.
  - The maximum number of participants for a Wen-Do workshop is 12.
  - The maximum number of participants for a Urban Self Defence workshop is 20.

- The Acts of Resistance workshop is one hour in length and participants are requested to have their cameras off. Participants may use the chat function to ask questions and communicate with the instructor.
  - The maximum number of participants for the Acts of Resistance workshop is 30.

If you are requesting reimbursement of the instructor’s fee:
  - It is a good idea to start planning your workshop a minimum of a month in advance of the workshop date. The Community Safety Office requires proof of the participation of at least ten attendees at your self defence event. You will be required to provide the Community Safety Office with a deposit cheque of $300 a minimum of two weeks prior to the workshop date.

Here is what you need to do:
- Choose a date (or a few dates) and time that you would like the taster session to take place. Instructors will require a minimum of one months notice to ensure availability.
- You will need to have a host who has a Zoom account who will attend the workshop and allow registered participants and the instructor into the room.
- When you have determined some tentative dates please contact CSO Events Coordinator, cso.events@utoronto.ca to book an instructor and co-ordinate your self defense workshop.
- Once the date, and instructor availability have been confirmed, advertise and promote your self defence workshop.
  - The instructor requires a go/no go decision date at least two weeks prior to your scheduled session.
  - Track the number of participants you have registered. Using Eventbrite or Google Forms is a great on-line option.
  - Ensure that you will have a minimum of 10 participants on the day of the workshop. This often requires a minimum of 20 participants registered. A wait list is also a good idea if there is a lot of interest.

If registration numbers are low and it is likely that less than ten participants will attend, consider cancelling or rescheduling your session to another date and time.

If the session is cancelled you are more than welcome to encourage your registrants to sign up for one of the Community Safety Office sessions that are held throughout the year. Please check our website for upcoming dates.
• Provide the Community Safety Office with a deposit. This needs to be a cheque in the amount of $300 payable to the instructor.
  o The cheque must be mailed the Community Safety Office at least two weeks prior to the workshop date in order for the workshop to proceed.
  o You must provide a picture of the cheque to cso.events@utoronto.ca prior to mailing it.
  o If your workshop has 10 or more participants the cheque will be returned to you or destroyed, as you choose.