

## HOW TO USE THE FORM-FILLABLE PDF

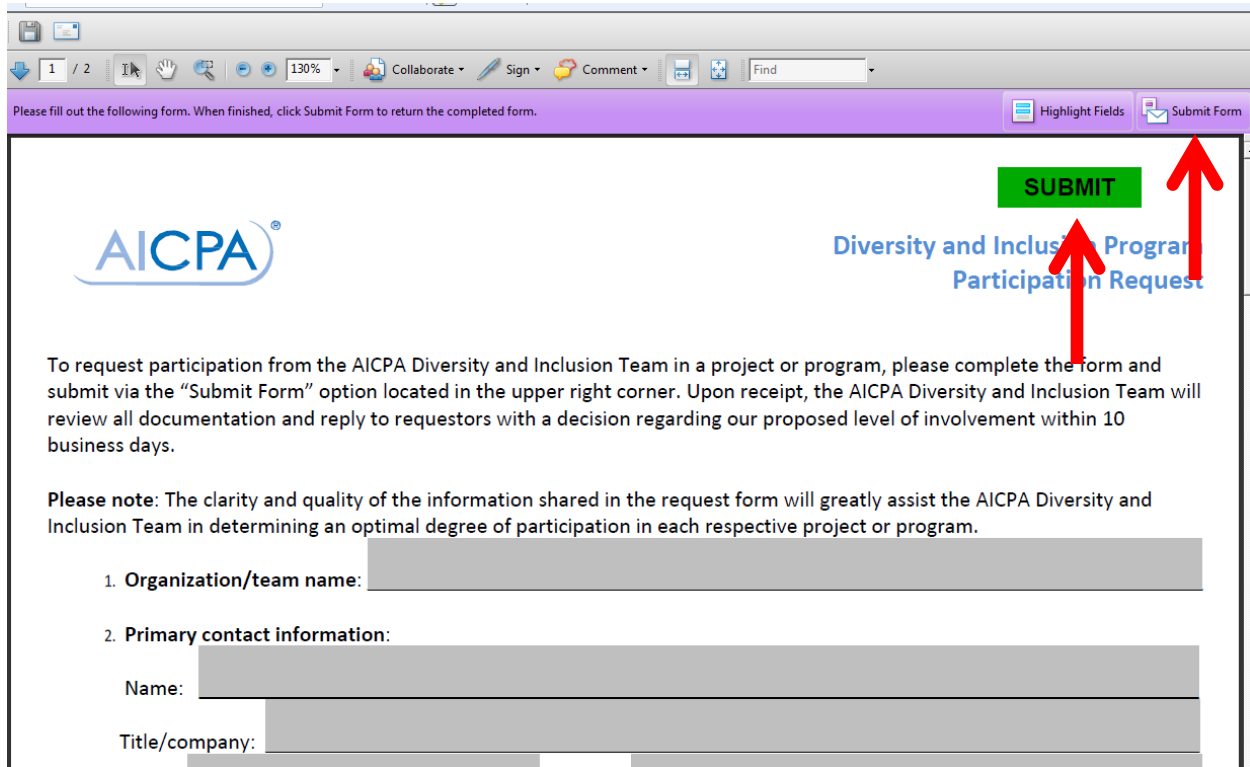
To open and complete the Diversity Speaker Request PDF form, you will need Adobe Reader 7.05 and above (version 9 is recommended). If you do not have it installed on your computer, you may download the latest version free of charge from <http://get.adobe.com/reader/otherversions>.

We suggest that you first download the PDF form to your computer or network drive, and then open it with Adobe Reader and fill it. If you open the PDF via your browser instead, please use Internet Explorer or Firefox (*Chrome does not support fillable PDF forms*).

You can either type information directly into each field or cut and paste text from your own word processor. The font is preselected and cannot be changed. You can only type regular text (upper and lower cases); the system will not accept underlined text, bold or italics, script or formulas, curved or slanted apostrophes, double quotation marks or long dashes.

**You can save your data** and re-open the file later to modify or enter additional information.

Once ready, you must submit your application form to the Diversity and Inclusion Office by clicking on the **submit button** in the upper right corner of your screen.



Please fill out the following form. When finished, click Submit Form to return the completed form.

**AICPA**

**Diversity and Inclusion Program Participation Request**

To request participation from the AICPA Diversity and Inclusion Team in a project or program, please complete the form and submit via the "Submit Form" option located in the upper right corner. Upon receipt, the AICPA Diversity and Inclusion Team will review all documentation and reply to requestors with a decision regarding our proposed level of involvement within 10 business days.

**Please note:** The clarity and quality of the information shared in the request form will greatly assist the AICPA Diversity and Inclusion Team in determining an optimal degree of participation in each respective project or program.

1. **Organization/team name:**
2. **Primary contact information:**  
Name:   
Title/company:

### **Macintosh system users**

DO NOT use the Preview program to fill in the PDF form. Adobe Reader is the only program that will allow you to work with the form properly, and allow us to read the results once back on a Windows machine. Most MAC users do not already have Adobe Reader. Please use the link above to install it to your machine.

If you are having problems using the form-fillable PDF via your browser, proceed as follows:

1. Open Adobe Reader.
  2. Select **Edit** from the menu.
  3. Select **Preferences**.
  4. Select **Internet**.
  5. In the displayed window on the right, de-select (un-check) the "Display PDF in Browser" and then select **OK**.
  6. Exit Adobe Acrobat Reader.
- Re-boot your computer if prompted.