



## **Additional Information**

### **Plenary Speakers**

Delegates will register for **one** of the plenaries to attend during this timeframe (10:40 am to 11:50am). Locations of plenaries will be announced at a later date. Locations will be dependent upon registration numbers for each plenary. Check the program section of the website for the plenary titles.

### **Regular Sessions**

Regular sessions will take place during the following quarter day, half day or full day sessions during our three day conference:

#### **Monday (PM only)**

¼ day – 1:15 to 2:35pm

¼ day – 2:55 to 4:15 pm

Or

½ day – 1:15 to 4:15 pm

#### **Tuesday (AM)**

¼ day – 9:00 to 10:20am

¼ day – 10:40 to 11:50 am

Or

½ day – 9:00 to 11:50 am

#### **Tuesday (PM)**

¼ day – 1:15 to 2:35pm

¼ day – 2:55 to 4:15 pm

Or

½ day – 1:15 to 4:15 pm

#### **Tuesday (full day)**

9:00 to 4:15 pm

### Wednesday AM only

¼ day – 9:00 to 10:20 am

¼ day – 10:20 to 11:50 am

Or

½ day – 9:00 to 11:50 am

### How sessions are coded:

All sessions starting on **Monday** will be identified with the letter **M** and a number.

(examples: M5Q, M2H)

All sessions starting on **Tuesday** will be identified with the letter **T** and a number.

(examples: T7, T101F)

All sessions starting on **Wednesday** will be identified with the letter **W** and a number.

(examples: W9Q, W33H)

**Q** indicates a quarter day session

**H** indicates a half day session

**F** indicates a full day session

There is one special session (**SI**) that is 2 days in length (Monday PM, Tuesday all day and Wednesday AM).

### Education Panel

Participants and topics TBA.

### Eligible to attend this conference:

#### **YCS NWTTA members, CAs and other staff**

- ✓ \$75.00 conference fee
- ✓ payable out of PD funds or one's own funds

#### **YK#1 NWTTA members and other staff**

- ✓ \$75.00 conference fee

- ✓ payable out of PD funds or one's own funds

### **GNWT NWTTA Members**

- ✓ GNWT NWTTA members "on strength" during the week of the conference (February 16-18, 2009)
- ✓ \$75.00 conference fee will be allocated from the GNWT PD fund, for each on-strength person attending
- ✓ GNWT NWTTA members not "on strength" during the week of the conference who would like to attend but at their own costs for travel, accommodations, meals and conference fee

### **Aurora College 3<sup>rd</sup> and 4<sup>th</sup> Teacher Education Program Students (Fort Smith and Behchoko)**

- ✓ Info TBA
- ✓ All costs paid by Aurora College Teacher Education Program

### **Hotel Accommodations for GNWT NWTTA members:**

All visiting (outside of Yellowknife) GNWT NWTTA delegates registered for the program for "Our Students, Our North, Our Success" will be assigned hotel accommodations based on their accommodations information completed during registration. Every effort will be made to accommodate members based on the information provided. **The arrangements are based on double occupancy.**

Block bookings have been made at 5 major hotels in Yellowknife under codes that cannot be accessed by anyone outside of our conference committee. We have enough space to look after everyone and hotel assignments will be distributed to schools across the territory in mid January to ensure there are no problems. GNWT NWTTA members attending the conference need only to complete the program and accommodation forms during registration and your accommodations and flight (where necessary) will be looked after for you.

Storage arrangements will be made at every hotel to allow your belongings to be temporarily and securely stored upon final day check-out (if necessary).

### **Private Accommodations for GNWT NWTTA members:**

Where a GNWT member would prefer to stay with a friend or relative in Yellowknife for the full duration of the conference, the NWTTA PD office will pay out the regular government rate of \$50.00 per night stay to the member. There will be a space to indicate this information on your

registration form in December. These claims will be paid out the week after the conference.

## **Conference Folders, Delegate Bags and Name Tags:**

### **Are you flying in?**

Each registered delegate flying into Yellowknife to attend the conference will receive a conference bag, conference folder and a name tag upon arrival at the Yellowknife airport. A small conference team will greet you, provide you with your delegate bag and ask you to sign proving that you have received your per diem cheque. This team will also help direct you to your free bus service to your hotel. We will look after any glitches with bags, folders or name tags prior to the start of the conference. If you decide to stay in private accommodation, you or your host will be responsible for your travel from the airport to your private accommodations.

### **Are you working in a Yellowknife School or Office?**

Each registered delegate working at a Yellowknife school or office will receive a conference bag, conference folder and name tag 8-10 days prior to the start of the conference. This will allow us to look after any glitches with bags, folders or name tags prior to the start of the conference.

### **Are you working at EMES, CJBS or the TCSA office in Behchoko?**

Each registered delegate working at EMES, CJBS or the TCSA office will receive a conference bag, conference folder and name tag 8-10 days prior to the start of the conference. The exact delivery date will be announced at a later date and faxed to these three locations. This will allow us to look after any glitches with bags, folders or name tags prior to the start of the conference.

### **Are you driving in from Fort Providence or Kakisa or elsewhere?**

Each registered delegate working at a school in Fort Providence and Kakisa (or other possible communities) will receive a conference bag, conference folder and name tag upon arrival at their designated hotel prior to the start of the conference. This will allow us to look after any glitches with bags, folders or name tags prior the evening before the start of the conference. Anyone staying in private accommodation and driving will have to pick up their delegate bag, conference folder and name tag prior to the start of the conference on Monday.

## **Driving and your mileage? (Fort Providence, Kakisa, Behchoko and some other communities):**

For those delegates who are required to drive to Yellowknife on Sunday, February 15, 2009, the government rate per km can be claimed (by the driver, one claim per vehicle or one shared claim among occupants in the same vehicle – both ways). It is expected that those that must drive, will travel together (within reason) with at least two delegates in a vehicle. Reimbursements will be paid out after the conference by the simple completion of a claim form by the driver of each vehicle. Cheques will be cut for these situations the week after the conference. Dehcho, Sahtu, South Slave and Beaufort-Delta communities may be included in situations where delegates are driving to a major airport in another community (examples: Fort Resolution to Hay River and Aklavik to Inuvik).

## **Session location and identification of venue:**

The three venues for all conference sessions are ideally located in close proximity to each other. These three locations are within two blocks of each other.

École St. Patrick High School (attached to Weledeh)

**SP**

Weledeh Catholic School (attached to St. Pat's)

**WEL**

École Sir John Franklin High School

**SJF**

Two other off-site venues will be used for specific sessions: The office of Workers' Safety and Compensation Commission (WSCC) and the Prince of Wales Northern Heritage Center (PWNHC). Special notation will be made in the program regarding these locations for sessions bussing will be provided for session participants.

## **Conference Offices:**

There will be 2 conference offices set up and accessible for the three days of the conference. One office will be set up in École Sir John Franklin High School and the second in either École St. Patrick High School or Weledeh Catholic School.

Opening and Closing Keynote Addresses will be located in the St. Pat's – Weledeh adjoining gymnasiums due to the size of our audience during those times. All delegates are expected to attend.

When you receive your finalized copy of your conference schedule in January, it will have the session locations designated. The short forms shown above in **bold** will be used to designate building locations on your schedule. The room number will follow the location code so that you will be clear where about the location of each of your sessions.

Examples:

**SJF 110** – indicates room 110 at École Sir John Franklin School

**SP 121** – indicates room 121 at École St. Patrick School

**WEL Gym** – indicates the Weledeh Gymnasium

### **Coat Checks:**

Fundraising groups will be managing 2 coat check rooms – one in Ecole Sir John Franklin and one in Weledeh. For a small fee, your coat will be checked so that you do not have to carry it with you to your sessions.

### **GNWT Registered Delegates – Meals and Incidentals:**

GNWT NWTTA members attending the conference will be required to sign for their per diem cheques upon arrival. Registering for the conference is necessary in order to trigger the cutting of a per diem cheque in the name of a GNWT NWTTA member. GNWT members who do not register during the December registration week, may not be guaranteed that their per diem cheque will be ready upon arrival in Yellowknife.

### **Ground Transportation (from and to the airport):**

Airport bussing will be available to ensure all delegates are provided transportation from and to the airport if staying in hotel accommodations.

### **Lunches:**

Regular delegates will be required to go off-site for lunch except where fund-raising groups may be selling lunches on-site. The lunch period of time has been outlined at one hour and 25 minutes 2 of the 3 days (Wednesday lunch is 1 hour and 10 minutes) in order to ensure that people can get a lunch and return to the venues respectful of afternoon session start times.

### **Lunches for Presenters and Conference Team:**

Lunch each day will be provided on-site for all Presenters working on that particular day as well as the members of the Conference Team in order to ensure that all afternoon preparations for afternoon sessions can be completed as needed throughout the lunch period.

### **Message Board:**

There will be message boards set up in the foyer of St. Pats-Weledeh (in front of the gyms) and in the foyer of Sir John Franklin. These two locations will be used to post where notices/changes and messages as the speaker/intercom system in each school will only be used in absolute emergencies. This will be done to reduce or eliminate interruptions during sessions. It will also be a place for delegates to post messages for other delegates. We ask that delegates check the message board daily.

### **Nutrition Breaks:**

There will be nutrition breaks scheduled each morning and afternoon in each venue.

Early Morning (coffee and tea only)	8:00 to 9:00 am
Morning Nutrition Break (coffee, tea and snacks)	10:20 to 10:40 am
Afternoon Nutrition Break (coffee, tea and snacks)	2:35 to 2:55 pm

The one exception to the afternoon Nutrition Break time is on Wednesday, February 18, 2009 where the nutrition break will follow immediately after the Education Panel (break from 2:00 to 2:15 pm). This break is taking place early (one hour after lunch) as the day finishes early so no snack will be provided (coffee and tea only).

### **Water Stations:**

Water stations will be set up at strategic locations in all three buildings so that delegates can refill one water bottle that will be distributed at the beginning of the conference.

### **Parking:**

For delegates with vehicles, there is limited parking space adjacent to schools. Limited parking will be available along some streets. It is important to note that paid, energized parking stalls belong to various teachers at the three schools. Please do not park in their stalls.

### **Bussing:**

Complimentary bussing will be provided from the 5 major hotels to the conference venue each morning from 7:30 am until 9:00 am and then

again from 4:00 pm to 7:00 pm. Routes and schedules will be set at a later date and this information will be included in delegate bags and posted in the foyers of all hotels and the conference venues. The bussing lane/pick up area at all schools must not be blocked by parked vehicles or they will be towed.

### **Presenters Attending Sessions:**

Any presenters wishing to attend sessions during their down time are welcome to do so. Please see Colleen Eckert to see which sessions are not full on the first day of the conference during the lunch period (She will be stationed at St. Pat's-Weledeh at that time). Regular Session presenters are welcome to attend the keynotes and their choice of plenary sessions.

### **Session Start Times:**

We ask that all delegates respect the start times of all sessions. The lunch break has been lengthened each day to give delegates a little added time. The nutrition breaks have been lengthened each day (to 20 minutes) to allow delegates to enjoy the break but also head across the street when your venue for your next session has changed.

### **Session Locations (rooms):**

A listing of sessions and their locations will be included in your delegate bag (copies of the listings will also be posted in the foyer of the three schools/venues).

### **Cell Phones, Blackberries and Computers in sessions:**

We ask that delegates turn off their cell phone and blackberries or other electronic devices at the start of sessions. Bringing a laptop computer into a session may be distracting to the presenter. Please ask your presenter if this is permitted.

### **Travel:**

Travel information those outside of Yellowknife will be distributed to schools through your Local Receiving officer in January.

### **Conference Team:**

All members of the conference team will be wearing green vests so that delegates can identify them for possible assistance.