



Capacity Building Workshops

On the mornings of June 17 and 18th, a number of capacity building workshops have been scheduled for Global Forum participants. These will be introductory sessions on a range of topics of interest to model forests. The topics were generated through an online survey conducted by the IMFNS and the most popular suggestions were selected.

The workshops will be presented in English and/or Spanish with translation into French and Russian where required. Workshop materials will be developed so that each Global Forum participant can return to their model forest with documentation from all workshops—not just those they attended. You will be notified as to which workshop you will attend during registration in Hinton the morning of June 16.

Post GF Model Forest Study Tours

Due to unforeseen funding constraints the IMFNS is looking into the possibility of offering only one field tour option following the Global Forum. Those who will be attending the field tour will be contacted directly by the IMFN Secretariat. To all others, we sincerely apologize.

Note: If you are being sponsored by the IMFNS, the costs associated with your model forest tour will be included in your sponsorship. If you are NOT sponsored by the IMFNS you will be responsible for covering the costs of the tour (any extra airfare, accommodations and meals that may be required).

Transportation from Edmonton Airport to HTC and Hotels

Transportation by bus between the Edmonton airport and Hinton (approximately 280 KM) is being arranged for June 15 and June 21 only, with the exception of INC (arriving June 14) and Ibero-American Network Board of Directors members (departing June 22).

Buses will leave for Hinton on a predetermined schedule. Depending on arrival times, you might experience a short delay in Edmonton while waiting for other participants to arrive. There will be a room available in a nearby hotel where you can leave your bags and relax while waiting for your bus to Hinton. Someone will meet you at the airport to help direct you to the nearby hotel where you will catch the bus to Hinton.

If you have not already done so, it is important to submit your arrival and departure information as soon as possible so that buses can be coordinated.

Travel Insurance

For those being sponsored by the IMFN Secretariat, please note that your sponsorship **does not** include travel insurance. Arranging and paying for travel insurance is the responsibility of each participant.

Accommodation

Unless otherwise indicated, all participants being sponsored by the IMFNS will stay at the HTC. Due to increasing demand, a double occupancy policy for all participants staying on site will be applied. Note: the HTC is now full. Any new registrants will have to book a room in a local hotel.

HTC's address is: 1176 Switzer Drive, Hinton, AB, Canada T7V 1V3. Please review the attached HTC Information Document for details on HTC facilities.

If you wish to stay at the Hotel Holiday Inn or Hotel Holiday Inn Express we strongly urge you to make your reservations soon. A number of rooms had been put aside until May 15 under the name "Foothills Model Forest" at both hotels. Please contact them directly to make your reservations, as doing so will require a credit card.

Hotel Holiday Inn - 393 Gregg Avenue, Hinton, AB T7V 1N1 (Tel: +1 780.865.3321)

Hotel Holiday Inn Express - 462 Smith Street Hinton, AB T7V 2A1 (Tel: +1 780.865.2048)

Vans can pick-up and drop-off participants staying in hotels according to the following schedule:

- **Evening of the 15th** drop off at 1900h (or as people arrive after that time)
- **Morning June 16-21** pick up at 0700h and 0730h for breakfast
- **Evening June 16** drop-off 1830h and 1930h
- **Evening June 17 Cultural night** drop-off 1900h and 2100h
- **Evening June 18 "Foothills Research Institute Meet and Greet"** drop-off 2130h and 2300h
- **Evening of June 19 Canada night reception** drop-off 2130h and 2300h
- **Evening June 20** drop-off 1900h and 2000h
- **Morning June 22** pick-up 0700h and 0730h (for those staying for LAC board meeting)

June 21 and 22 participants depart HTC for Edmonton airport after breakfast

Camping

Please note that camping is **not allowed** on HTC grounds. Participants wishing to camp during the event can contact the Hinton Visitor Information Centre at 1-877-446-8666 to reserve spaces in nearby campgrounds.

Payment of Participant Expenses

Unless otherwise indicated, all Global Forum participants will be asked to pay \$250 CAD to cover costs for buses, the field tour and other group expenses, as well as costs incurred to the Hinton Training Centre (meals and/or accommodation).

Payment can be made by cash, cheque (made out to Foothills Research Institute) or credit card (MasterCard or Visa). Payment will be required the morning of June 16 (during registration).

Hinton Training Centre

Meals

All participants will be served breakfast, lunch and dinner in the Hinton Training Centre cafeteria. The costs will be as follows:

- June 15 supper: \$9 CAD per person
- June 16-20 breakfast, lunch, dinner: \$91 CAD per person (\$20 CAD per person minus Canadian banquet night costs)
- June 21 breakfast: \$4 CAD per person
- Subtotal: \$104 CAD
- Tax (GST): 5%
- **Total: \$ 114.45CAD**

Those staying for the LAC Board meeting will pay slightly more.

Accommodation

Accommodation at the HTC is \$20 CAD/day for a double room, \$40 CAD/day for a single room plus taxes. Most participants will be staying six nights (arriving in Hinton June 15 and leaving June 21). Please see the attached information regarding HTC accommodation.

For those being sponsored by the IMFN Secretariat, Foothills or the Canadian Model Forest Network, meal and accommodation costs will be paid directly to the HTC on your behalf. No action is required on your part.

All other participants can pay by cash, cheque (made out to Foothills Research Institute) or credit card (MasterCard or Visa). Payment will be required the morning of June 16 (during registration).

Hotels

Those staying in nearby hotels will be responsible for payment.

Field Tour to Foothills Model Forest (June 19)

Field tours are planned for Thursday June 19 to visit the Foothills Model Forest (see attached field tour information). Please note that tours will be assigned and interpretation services will be provided.

Tour 1: Technical Elements of Integrated Resource Management - the Working Forest

Tour 2: Cultural and Community Elements of Integrated Natural Resource Management - Parks and Protected Areas

Internet Access

- Wireless internet access is available at the HTC. As well, participants will have access to the HTC computer lab
- High speed internet access is available at the Hotel Holiday Inn
- Wireless internet access is available at the Hotel Holiday Inn Express

Space for Side Events, What We Need to Know

Space will be available at HTC for participants or model forests wishing to organize a side event or presentation during evening hours at the Global Forum. Please let us know about your event

and advise us of any IT or other support you require by completing the attached "Side Event Application" form and returning it to imfn@nrcan.gc.ca.

Some Suggested Items to Bring

- clothing for warm days and cool evenings
- light raincoat or umbrella
- insect repellent
- sun-block / hat
- swimsuit
- comfortable footwear for field visit to Foothills Model Forest

You are also strongly encouraged to bring any informational materials, publications, etc. from your model forest that you wish to share with others.

Pre-Global Forum Preparation

Knowledge Fair: Each model forest is strongly advised to review and hold site level discussions on the topics proposed for the Knowledge Fair. Sample questions to consider before the Forum include:

- Which of these themes is my model forest interested in?
- What links could be established with other model forests working on these themes?
- Who do I need to talk to during the Global Forum to establish these connections?

Attachments

- Side Event Application form
- Hinton Training Centre Information for visitors
- Foothills field tour information