



Information Note 2

Requests for Model Forest Information

Model forests will be asked to provide information about their activities prior to the Global Forum so that posters and other materials can be produced. If you have not already received it, this information will be sent to your model forests directly. The deadlines for submission of this information will be tight. We appreciate your quick responses upon receipt of these upcoming requests.

Nominations

We would like to thank all candidates for your nomination submissions to the Global Forum; however, due to funding restrictions we can only approve **one** nomination per model forest at this time. Unless you indicate otherwise, only the first name listed on your nomination form will be funded by the IMFNS.

By receipt of this information note, please consider yourself registered for the Global Forum. We ask that you please fill out the attached "Participant Profile" form and return by **April 25** to imfn@nrcan.gc.ca. For international travelers requiring a visa, your letter of invitation is attached to facilitate approval processes.

Registration

In Information Note #1 we indicated that Canadian participants would register electronically. However, unexpectedly, the tool is not yet ready for use. Canadian participants will register and pay the same way as all other participants.

Please note there is a cost of CAD \$250 to register for the Global Forum. These funds will go toward costs for shuttle buses, field trips, computer lab rental, equipment rental and simultaneous translation services. **Methods of payment:

- Participants being sponsored by the IMFNS: Registration will be paid for you automatically.
- Other participants: The registration fee can be paid during the registration session the morning of June 16 in Hinton. You can pay either by cash or by cheque.

Program

See attached agenda

Visa Requirements

For those requiring visas, letters of invitation are being prepared and will be sent to you. For some countries, the visa application process for Canada can be lengthy so you are encouraged to confirm the visa requirements and apply early. Participants from the following countries require a visa to enter Canada (please confirm with the nearest Canadian embassy):

- **Africa and the Middle East:** Cameroon, Morocco, Nigeria, Algeria, Lebanon, Tunisia, Syria
- **Asia:** China, India, Indonesia, Philippines, Thailand
- **Europe and Russia:** Czech Republic, Russia, Turkey, Romania, Ukraine, Bulgaria, Croatia
- **Latin America:** Argentina, Bolivia, Brazil, Chile, Cuba, Dominican Republic, Guatemala, Honduras, Costa Rica

Information on Canadian embassies worldwide can be found at:
<http://www.international.gc.ca/>

Travel Arrangements

If you are being supported by the IMFNS, please do **not** purchase your own ticket. The IMFNS will arrange travel for sponsored participants and air tickets will be sent to you directly.

Unless otherwise indicated, **transportation between the airport in Edmonton and the Global Forum in Hinton will be arranged for June 15 and June 21 only**. Once your arrival and departure information is known, or if it changes, please advise the IMFN Secretariat.

Exceptions: International Networking Committee members will arrive June 14. Iberoamerican Network Board members will depart June 22.

Pre- or Post-Global Forum Tours

As mentioned in Information Note Note #1, we will be offering a number of options for pre- and/or post- Global Forum model forest tours. We are currently developing these tours, and will provide you with further details shortly.

Meals and Accommodation

Please note that there are a limited number of rooms available on the Hinton Training Centre (HTC) campus and, therefore, some participants will be located in a

nearby hotel(s). If you are planning to bring family members, it is requested that you stay in a hotel.

Unless otherwise indicated, participants being sponsored by the IMFNS should stay on the HTC campus (exceptions: members of the International Advisory Committee, participants bringing family members). Double occupancy at the HTC is strongly encouraged to allow the maximum number of participants to stay on site. For those being sponsored by another organization who wish to stay on the HTC campus, arrangements can be made through the IMFN Secretariat.

For those staying in hotels we offer two choices (see attached document for rates):

- *Regular room*: Hotel Holiday Inn, located 1.5 KM from the Hinton Training Centre (Tel: +1 780.865.3321)
- *Suite*: Hotel Holiday Inn Express, located 5 KM from the Hinton Training Centre (Tel: +1 780.865.2048)

A number of rooms in each hotel are being held under the name "Foothills Model Forest." Please contact the hotels directly to make your reservation before **May 15, 2008**. All participants staying in a hotel **must make their own reservation** before May 15, 2008. Reservations will require a credit card.

Shuttle buses will be available to transport participants to and from their hotels if needed.

Note that regardless of whether you stay in a hotel or on campus, breakfast, lunch and supper will be offered to Global Forum participants in the HTC dining room for the entire week, including the evening of the 15th and morning of the 21st of June. See attached document for meal and accommodation rates.

Online Consultation

An online consultation process began in February in the form of a brief survey. This survey was used to solicit your input on the agenda (specifically, i) topics for capacity building workshops, and ii) topics for the thematic stations to be used at the knowledge fair). The organizing committee is exploring other online tools the Network can use to generate interest and discussion on the Global Forum both prior to and during the event. Additional information will be forthcoming.

Tourism Opportunities

Visitors planning a tour of Canada prior to or following the Global Forum can contact the Chamber of Commerce Visitor Information Centre at 1-877-446-8666 or hintoncc@telus.net. Risa or Lori will be able to assist in planning your trip.

General Information

Weather Conditions in Hinton, AB: Weather conditions in Hinton can be very variable during this time of year. Average daily temperatures fluctuate between 15 and 25 degrees Celcius, and rain showers are not uncommon. Participants are strongly encouraged to bring appropriate clothing for warm weather during the day and for cool evenings (long pants and sweater). Comfortable walking shoes are a must. Other useful items include an umbrella or rain jacket, hat, sunscreen and insect repellent.

Attachments

- Participant profile form
- Global Forum agenda
- Meal and accommodation rates