

CRITICAL INFORMATION

**AMNESTY
INTERNATIONAL**



Amnesty International Canada (English)
Canadian Section (*English-speaking*)
2023 Annual General Meeting

June 16-18, 2023
Carleton University
Ottawa, ON

AGM Venue and Accommodations

Teraanga (formerly Residence) Commons will be the site of most of our AGM sessions and activities. The building houses the main Conference space CO 270-272-274 on the second floor in the front overlooking the roadway. The building also houses the main cafeteria on the third floor where we will be having most meals.

The Saturday workshops will be held close by in the St. Patrick's Building.



While we cannot guarantee a **scent-free venue**, we kindly remind participants that some people at the AGM are scent-sensitive. **Please** refrain from using scented products **if possible**.

AGM 2023 COVID-19 Policy

We would like to remind attendees that your safety during the event is a priority. As such we are taking this opportunity to remind everyone who plans to be in Ottawa of the protocols AI Canada has in place to try to minimize the risk of exposure to COVID-19.

AI Canada will continue to adhere to Health Canada and local guidelines related to the pandemic for the period and location where the proposed activity or travel will take place. AI encourages all attendees at the AGM to comply with local regulations and do their part to ensure the safety of themselves and other AGM participants.

This could include:

- Being fully vaccinated and boosted
- Showing a negative COVID-19 test
- Wearing a mask while traveling
- Not traveling if they have any symptoms of COVID, including fever, runny nose, cough, nausea, etc.
- Masks will be optional, and provided, in the meeting spaces.

If you test positive for COVID 19 during the AGM, please isolate immediately contact **AGM Logisitcs Coordinator Nancy Cameron** (ncameron@amnesty.ca) or through Whova. She will

work with you to coordinate a confidential alert to the attendees you have had contact with, notifying them of exposure. Testing kits and masks will be available at the registration desk throughout the AGM.

Staying at Carleton?

Teraanga Commons also houses the Residence Reception Desk near the back of the building on the second Floor. This is your check in point for all the Carleton residences. It is staffed from 7am to 11pm and you can check in and pick up your room key.

Check-in in at the [Residence Reception Desk](#) (2nd floor of Teraanga Commons). Their phone number is 613- 520-5609. Check-in time is after **3:00 pm** on your arrival date. Check-out time is prior to **11:00 am** on your departure date. Early arrivals and late departures cannot be accommodated. Guests must be 18 years of age or older to check-in, valid photo ID is required. Minors under the age of 18 must be accompanied during their stay by an adult chaperone .

Frontenac and Leeds Residences are booked for the majority of attendees.

All rooms are air conditioned and are smoke/pet free. Every floor has a shared lounge with a microwave. Suites have 2-4 private bedrooms and a private washroom within the suite. Rooms are made up with bed linen, 1 towel and 1 face cloth per bed (please bring your own toiletries).

Summer Accommodations: [Take a virtual tour](#)

If you will be arriving after 11pm, please arrange for someone to pick up your room key or contact Logistics Coordinator Nancy Cameron at ncameron@amnesty.ca.

Cleaning

Housekeeping service is not included.

Laundry Facilities

Self-Serve laundry facilities are available 24/7. Your Carleton University Access Card must be used to operate the machines. Wash or dry: \$1.65. Please visit the Residence Reception Desk to deposit funds on your card (the minimum deposit is \$3.30). Note: The Residence Reception Desk will not be accepting cash this summer, acceptable methods of payment include Debit or Credit only.

Key Card Access and Lost Keys

To access your building and floor, swipe your Carleton University Access Card and enter the last 4 digits of your card and press #. To access your room, tap your Carleton University Access Card on the door lock mechanism. Lost or damaged key cards will be replaced at a cost of \$19.00 plus HST per card and will be charged to your final invoice. LOST CARDS MUST BE REPORTED IMMEDIATELY

Meals

All meals, with the exception of dinner on Saturday, will be in the cafeteria on the third Floor.

The cafeteria is very experienced with a variety of dietary requirements and offers many vegan, vegetarian, gluten-free, dairy-free, and other options.

For registrants whose stay is being paid for by Amnesty, your room key will be your access to the cafeteria so please remember to keep it with you.

For other attendees, you will receive meal tickets to use when you check in at the Amnesty AGM registration desk just outside the main plenary room on the 2nd Floor of Teraanga Commons.

The caf - Hours of Operation

Located on the 3rd floor of Teraanga Commons (*formerly Residence Commons*), accessed from the stairwell across from the Residence Reception Desk or by elevator.

Breakfast: 6:30am - 9:00am

Lunch: 11:00am - 2:00pm

Dinner: 4:30pm - 7:00pm

After our keynote speakers, there will be a banquet for all in the main plenary space.

There will be refreshments and snacks served outside the main plenary rooms during scheduled breaks throughout the weekend.

Gender Neutral Washrooms

We have had one washroom in Teraanga Commons converted to be Gender Neutral for the AGM. There are 2 others close by in the St Patrick's building:

- 1. 180B (multi-stall – 2 toilets, 2 urinals, one accessible stall):** tunnel level, immediately to the right of lecture SP100.
- 2. 464 (multi-stall – 3 toilets, one accessible stall):** 4th floor, beside the SSAC departmental lounge and across from stairwell B and the grad offices.

On- Site Mental Health Support

Pablo Gonzalez, MSW RSW Registered Social Worker and Psychotherapist will be with us all weekend offering counselling support. He will be with us in plenary. You can reach out to him

on person or can be contacted at pablo.a.gonzalez@outlook.com or 416-509-1062 and he will arranged to meet with you, immediately if possible. We have booked a private space (SP415) that canbe used if needed.

Internet

Free Wi-Fi, campus-wide, including within residences:

Network: CU-Wireless

Domain: net.carleton.ca

Username: CarletonGuests

Password: RavensCU23!

Getting to Carleton

Directions

How to Get to Carleton University <https://carleton.ca/campus/directions/>

Campus Map: <https://carleton.ca/campus/map/> (note that P18 parking garage is the unmarked square between P7 and P6 on the map)

Explore Ottawa: [Take a virtual tour](#)

Arrival by Train or Bus

The 15-minute taxi ride from the Ottawa ([Via Rail](#)) train station to Carleton University's Residence Commons costs approximately \$15.00. Taxi fare from the Ottawa (Voyageur) bus terminal to Carleton University is approximately \$10.00.

Arrival by Airplane

Ottawa International Airport (YOW)

The taxi ride from the Ottawa Airport to Carleton University's Residence Commons costs approximately \$15.00.

There are several ground transportation options from the airport to Carleton University. They can be found here: <https://yow.ca/en/parking-transportation/ground-transportation-options>

By Car

Carleton University **1125 Colonel By Dr, Ottawa, ON K1S 5B6**

Via Highway 417

Highway 417 runs east/west through the centre of the City of Ottawa. Exit Highway 417 (also called the "Queensway") at Bronson Avenue. Follow Bronson Avenue south approximately 2

kilometres. The campus entrance will be on the right at the intersection of Bronson and Sunnyside Avenue.

Via Highway 416

Hwy 416 connects Hwy 401 (interchange near Prescott, Ontario) to Hwy 417. Follow Hwy. 416 to Hwy. 417 (East). Follow Hwy. 417 (the “Queensway”) and exit at Bronson Avenue. Follow Bronson Avenue south approximately 2 kilometres. The campus entrance will be on the right at the intersection of Bronson and Sunnyside Avenue.

Transportation

Public transportation

Plan your trip here: <https://www.octranspo.com/en/plan-your-trip/>

Cash Fares: One-time use

Adult (18 and older): \$3.75

Senior (65+)/Student (13-19): \$2.85

Child (8-12): \$1.90

Child (under 8) Free

Day Passes:

1 day	\$11.25
3 days	\$27.75
5 days	\$44.50
7 days	\$52.75

OCTranspo’s new Light Rail System – **The OTrain**.

The O-Train provides service to Carleton University from the transit stations at Bayview (Lebreton Flats) and Greenboro (South Keys) with stops at Carling and Confederation Heights.

Where to buy:

OC Transpo operates buses and Ottawa’s light rail train (O-Train) on the Ontario side of the Ottawa River. Tickets and day passes can be purchased on the bus with cash, at all O-Train

stations with credit card or cash, or at select pharmacies, grocery stores, and the CF Rideau Centre. In 2022, children under the age of 7 travel for free (instead of the usual age of 5 or less).

Presto cards can also be used.

Parking

Visitor Parking

Daily parking is available in the [P18 parking garage](#) (a short 5 minute walk to Residence Commons). You must use the pay stations in P18 to pay and display your permit in your vehicle. Daily parking **resets each morning at 7:00 AM**, therefore please ensure you are paying for multiple days at the kiosk (in advance) if you are staying for more than one night. **The P18 pay station located on Level 1 (Stairwell D) is programmed to accept multi-day payment up to 7 days.**

Parking Rates

**Stat holidays and Convocation week (June 12-16) are free in all lots*

Lots	Rate/day (inclusive of tax)
Daily P18 (M-F)	\$13.50
Weekend P18 (S-SU)	\$6.00

Taxi

- Blue Line 613.238.1111
- Capital Taxi 613.744.3333

Base Fare: \$3.45 (includes 0.15 km) then \$1.86 per km

Ride Services

Uber

The app allows you to “fare split” as well between multiple passengers, as long as they too have registered for the app.

Trip estimators is available here <https://www.uber.com/global/en/price-estimate/>

Lyft

<https://www.lyft.com/rider/cities/ottawa-on>

******Downloading the apps and using the fare estimators allows you to view real time charges before committing to the service. It is also important to note that Surge prices (based on the availability of drivers) can fluctuate in a matter of minutes so prices quoted above are at the minimum.

Maps

Getting around Carleton:

You can download a map here:

<https://carleton.ca/campus/wp-content/uploads/map.pdf>

An interactive map is available here:

<https://carleton.ca/campus/map/>

Smoking

Smoking cannabis and/or tobacco is not permitted within any Carleton University facility, as per municipal by-law. This includes your residence room.

Emergency and Medical Services

Hospital and Clinic Information

https://carleton.ca/health/emergencies-and-crisis_trashed/clinics-and-hospitals/

Closest Pharmacy/Drugstore

<https://www.shoppersdrugmart.ca/en/store-locator/store/1463>

Rexall in a shopping mall that's close <https://www.billingsbridge.com/>

Dentist

This dentistry practice on Bank Street says they welcome walk-in emergencies:

<https://bankdentistry.com/>

A Greener Annual General Meeting

How we are reducing the carbon footprint of the AGM

We are reducing our carbon footprint by making documents available electronically.

Publicly accessible documents available at: <http://www.amnesty.ca/events/AGM>

Confidential documents available at: Login into your MyAmnesty.ca click on Communities / Member

How to reduce your carbon footprint at the AGM:

1. Bring your own drink containers to avoid using disposable cups and glasses.
2. Turn out lights in your room when you leave.
3. Turn the water off while brushing your teeth and take short showers.
4. Access documents electronically, share printed materials and recycle paper.
5. Consider your mode of travel: take the train, carpool, bike, or walk if possible.
6. Please only take what you can eat from the buffet. You are welcome to return a second time.

Carleton University has a strong commitment to embedding continuous environmental and sustainable improvement into their operations. They continue to seek new and innovative ways to demonstrate sustainability leadership in research, teaching, learning and operations. This commitment allows them to reduce their collective impact while ensuring that both existing and future generations of students, staff and faculty continue to enjoy our unique campus.

<https://carleton.ca/sustainability/>

Since 2005, Carleton has reduced green-house gas carbon emissions by 35 per cent and energy use intensity by 21 per cent and achieved “Gold” in its latest STARS (Sustainability Tracking and Ranking System) assessment (2022).

Inclusivity and Accessibility Statement

OUR COMMITMENT TO ANTI-RACISM, ANTI-OPPRESSION, DIVERSITY, EQUITY & INCLUSION (ARAO-DEI) AND ACCESSIBILITY

Amnesty International Canada is committed to equity, actively seeks diversity in our spaces and welcomes and encourages contributions and participation from members of equity deserving groups including women, transgender, non-binary, and LGBTI individuals; First Nations, Metis, and Inuit individuals, persons with disabilities, and members of racialized and marginalized groups. We believe our work is stronger when it benefits from the experience, knowledge and wisdom of people who have faced systemic barriers and encourage applications from qualified candidates who have lived experience as a member of historically underrepresented communities.

AIC values qualified individuals who bring skills that contribute to our anti-racist and anti-oppression transformational journey. We believe that if everyone contributes, we can build a truly inclusive environment and bring the knowledge, experience, and ability to incorporate anti-racism, anti-oppression, intersectionality, gender mainstreaming, inclusion, and accessibility practices to external and internal work and to all interpersonal interactions.

Amnesty International Canada strives to organize events that are a safe, welcoming, and accessible space for every person who chooses to participate. Amnesty International Canada is committed to organizing events that provide an inclusive and barrier free experience to applicants with accessibility needs. We recognize that the format, content, and organizing model of many annual general meetings—including our own—create barriers to meaningful inclusion.

Our goal is to create a space where every participant feels safe, respected, included, supported, and inspired. We commit to providing the following at the Annual General Meeting:

- Include Statement of Our Commitment to Anti-Racism, Anti-Oppression, Diversity, Equity & Inclusion (ARAO-DEI) and Accessibility on our website and registration materials
- Online Registration includes space to identify ways in which organizers can make the event more accessible to all attendees
- Sliding scale for registration fees, including a no cost option
- Diversity of voices represented in plenary sessions and working party sessions
- Inclusion of Indigenous traditions and land acknowledgements
- Diversity of session formats
- During any live sessions there will be options for chat function, ability to speak, and the option to share your webcam
- Sessions will include live captions and ASL interpretation by request
- Mental Health support available on-site
- Ombudsperson
- Large-format printing and PowerPoint presentations available upon request
- Agenda and background documents available in advance
- Community Agreement which includes a zero-tolerance policy for discrimination, harassment, and violence

Requests for accommodation or to further discuss how we can help ensure the annual general meeting is a safe, accessible, welcoming space for you, can be directed to our [AGM Logistics Coordinator](#)

All other Resource Documents including Policies and Guiding Documents for the AGM are available here:

<https://my.amnesty.ca/AGM/Resources/AGM/Resources.aspx?hkey=ff43d008-f3fb-472e-b986-d13cf9280319>

