

NETWORK OF EMPOWERED WOMEN

DELEGATE PRE-CONFERENCE GUIDE 2024

MARCH 14-17 2024



Table of Contents

Letter from the Team	01
General Information	02
Pick Up Timeline	03
Drop Off Timeline	04
Conference Schedule	05
Conference Details	06
Event & Theme Nights	07
Code of Conduct	08
Maps	09
Contact Information	10
Style Guide	11

Letter from the Team

Dear Delegate,

We are so excited to welcome you as a delegate of the 12th Annual Network of Empowered Women National Conference taking place on March 14th-17th, 2024 at the gorgeous Fairmont Chateau Lake Louise! We look forward to meeting each and every one of you, and hope that you are preparing yourself for what is sure to be one of the most memorable experiences of your undergraduate experience!

The Network of Empowered Women National Conference was created to provide undergraduate students from across Canada with the opportunities to discover their potential and be empowered to strive towards their biggest goals. Keeping this year's conference theme in mind, "Embrace the NEW, Embrace the Change" we hope you will be inspired to learn new skills, pursue personal growth and build an exciting path ahead! We encourage you to take advantage of the various opportunities available to you at the conference, and to step out of your comfort zone and be adventurous to experience an unforgettable weekend and make some meaningful connections!

This Pre-Conference Package will provide you with the information you need to know prior to attending the conference. If you have any questions about the enclosed information, please do not hesitate to contact us at uofanew@ualberta.ca or visit our website at www.networkofempoweredwomen.ca.

We look forward to meeting you!

Sincerely,

The NEW Team



General Information

Are airfare discounts available?

Yes, AirCanada has provided external delegates with a discount code that can be used to receive a discount on your airfare, exclusively for the purpose of the conference, please email uofanew@ualberta.ca to receive your code. The flights must fly into and out of Calgary, AB, as this is where we will be picking you up via chartered bus.

Reminder, when booking flights, please leave a few hours before and after in case of delays. NEW will not be responsible for transportation if your flight is delayed.

What is the weather like in Lake Louise?

Cold! The temperature in the mountains usually ranges from 0 to -15 degrees Celsius, so bring warm attire!

How many bags can I bring on the bus?

You may bring one large bag or suitcase, which will be stored under the bus, as well as one small carry-on and one suit/dress bag to have with you in the passenger cabin.



Pick Up Timeline

Pick up on Thursday, March 14th 2024

1 8:30 AM

Delegate check-in at the University of Alberta: Meet the NEW Team on Saskatchewan Drive. (See map on pg.9)

3 12:00 PM

Arrive in Calgary. Bus #2 will pick up external delegates at the Calgary International Airport.

5 12:00 PM - 1:00 PM

Edmonton bus stops for lunch in Calgary.

7 3:30 PM - 4:00 PM

Arrive in Lake Louise.

2 9:15 AM

Coach departure from Edmonton at Saskatchewan Drive behind Tory Lecture Theaters. (See map on pg.9)

4 12:20 PM

Calgary bus departs from the Calgary International Airport.

6 12:50 PM - 1:50 PM

Calgary bus stops for lunch in Calgary.

The following transportation schedule is weather dependent. Subject to slight changes.

Drop Off Timeline

Drop off on Sunday, March 17th 2024

1 12:00 PM

All delegates must be prepared for loading of the buses.

3 3:15 PM

Calgary bus drops off external delegates at the Calgary International Airport.

5 4:00 PM - 5:00 PM

Calgary bus stops at Cross Iron Mills for dinner.

2 1:00 PM

Buses depart from Lake Louise.

4 3:15 PM - 4:15 PM

Edmonton bus stops at Cross Iron Mills for dinner.

6 7:30 PM

Arrive back at the University of Alberta in Edmonton.

The following transportation schedule is weather dependent. Subject to slight changes.

Conference Schedule

Thursday, March 14th

8:30 AM - 9:00 AM

SASKATCHEWAN DRIVE, BEHIND THE BUSINESS BUILDING
Delegates meet at the University of Alberta

9:00 AM - 3:30 PM

Delegates travel from Edmonton to Lake Louise

3:30 PM - 6:30 PM

ALPINE GALLERY
Delegate registration and freshing up

6:30 PM - 7:00 PM

VICTORIA BALLROOM
Welcome Address

7:00 PM - 8:00 PM

VICTORIA BALLROOM
Dinner

8:00 PM - 9:00 PM

VICTORIA BALLROOM
Dinner Keynote

9:00 PM - 9:30 PM

Break

9:30 PM - 1:00 AM

MT. TEMPLE A
NEW Night In Event

Friday, March 15th

8:00 AM - 8:50 AM

VICTORIA BALLROOM
Breakfast

9:00 AM - 9:50 AM

BEEHIVE, LAKESHORE, PLAIN OF SIX, SADDLEBACK
Breakout Session #1

10:00 AM - 10:50 AM

BEEHIVE, LAKESHORE, PLAIN OF SIX, SADDLEBACK
Breakout Session #2

11:00 AM - 12:30 PM

Free time

12:30 PM - 1:30 PM

VICTORIA BALLROOM
Lunch

1:30 PM - 2:00 PM

VICTORIA BALLROOM
Lunch Keynote

2:30 PM - 4:30 PM

VICTORIA ROOM + SUNROOM
Career Fair & Roundtables

4:30 PM - 7:00 PM

Free Time

7:00 PM - 8:00 PM

VICTORIA BALLROOM
Dinner

8:00 PM - 9:00 PM

VICTORIA BALLROOM
Dinner Keynote

9:30 PM - 1:00 AM

MT. TEMPLE AB
Hospitality Suite Event

Saturday, March 16th

8:00 AM - 8:50 AM

VICTORIA BALLROOM
Breakfast

9:00 AM - 9:50 AM

BEEHIVE, LAKESHORE, PLAIN OF SIX, SADDLEBACK
Breakout Session #1

10:00 AM - 10:50 AM

PLAIN OF SIX + BEEHIVE + SADDLEBACK LAKESHORE
Breakout Session #2 Panel

11:00 AM - 12:30 PM

Free Time

12:30 PM - 1:30 PM

VICTORIA BALLROOM
Lunch

1:30 PM - 2:00 PM

VICTORIA BALLROOM
Lunch Keynote

2:10 PM - 4:30 PM

BEEHIVE, LAKESHORE, PLAIN OF SIX, SADDLEBACK
InNEWvation

4:30 PM - 5:45 PM

Free Time

5:45 PM - 6:15 PM

MAIN LOBBY STAIRS
Delegate Photo

6:15 PM - 7:00 PM

MT. TEMPLE
Gala Reception

7:00 PM - 8:00 PM

MT. TEMPLE
Gala Dinner

8:00 PM - 9:00 PM

MT. TEMPLE
Gala Dinner Keynote

9:00 PM - 9:30 PM

MT. TEMPLE
Prize Announcement

9:30 PM - 2:00 AM

MT. TEMPLE
Gala Dance Event

Sunday, March 17th

8:00 AM - 8:50 AM

MT. TEMPLE BC
Yoga Wellness Activity

9:00 AM - 10:00 AM

VICTORIA BALLROOM
Brunch

10:00 AM - 11:00 AM

VICTORIA BALLROOM
Brunch Keynote

11:00 AM - 12:00 PM

Bag Pull and Check Out

12:00 PM - 1:00 PM

Loading the Bus

1:00 PM - 8:30 PM

Travel from Lake Louise to Edmonton

Conference Details

What breakout sessions will I be able to attend?

You will have the opportunity to select diverse career and personal growth-focused breakout sessions you will attend, all of which will be emailed to you prior to the conference. A survey will be released in the coming weeks, through which you will identify your session preferences. Session allocation will take place on a first come first serve basis. You will receive a separate email with instructions about session selection. Attendance at all other activities is mandatory unless otherwise indicated.

What is the legal drinking age in Lake Louise?

The drinking age in Alberta is 18. Please bring your government issued picture ID.

What should I wear?

Unless otherwise indicated, all conference sessions and workshops require that you wear business attire. Clothing such as jeans or leggings are not considered appropriate for these events. Keep in mind that corporations are invited to attend all conference events, so make sure you look and feel your best. Please reference the attached Style Guide for examples of appropriate clothing.

Pick Up and Drop Off Details

What happens if I miss the bus to Edmonton or Calgary?

Please organize your flights and transportation according to the transportation details outlined above. We strongly encourage external delegates to fly several hours early, as it is not uncommon for flights to be delayed due to weather. You will be responsible for arranging your own transportation if you miss the coach bus. If you do not arrive on time to be picked up in Calgary, please contact the NEW Executive team at uofanew@ualberta.ca as soon as possible.



Event & Theme Nights



NEW Night In: Thursday at 9:30 PM

Theme: Pretty in Pink

Dress Code: Pink pajamas or comfy clothes

At NEW Night In, we will be watching Barbie and interacting in a more casual setting. We have exciting games and activities planned, providing delegates with opportunities to mingle and connect with one another.



Hospitality Suite: Friday at 9:30 PM

Theme: Queen of the Night

Dress Code: Black with red accessories

NEW's Hospitality Suite is an event to socialize and play games. It will be a night of celebration, music, and lots of photo opportunities!



Gala: Friday at 9:30 PM

Theme: Enchanted Wonderland

Dress Code: Greens or neutral colors in the form of a suit, pantsuit, or dress. (Formal)

This will be a night to remember, with winter arrangements and perfect photo ops, a formal dinner, and a dance to finish off the evening. You will be living your high-tea fantasy with this elegant gala event.

Code of Conduct

This code of conduct will provide all Network of Empowered Women members with guidelines for appropriate professional conduct. The general expectations for all members are to be respectful to each other as you represent your institution. All members shall not discriminate against others based on race, colour, ancestry, place of origin, religion, physical or mental disability, age, sex or sexual orientation, gender identity or gender expression. There is zero tolerance for cannabis use as the University of Alberta student groups are not permitted to host events with cannabis. As a Fairmont Chateau Lake Louise guest, you are subject to their rules and regulations. It is important to remember that there are other guests staying at the Chateau, and you are expected to give them respect and privacy. Quiet hours begin in your rooms and common areas at 11:00 pm until breakfast. However, we would love to see you come out and enjoy the Hospitality Suite, NEW night in, and Gala which will be in designated areas of the hotel.

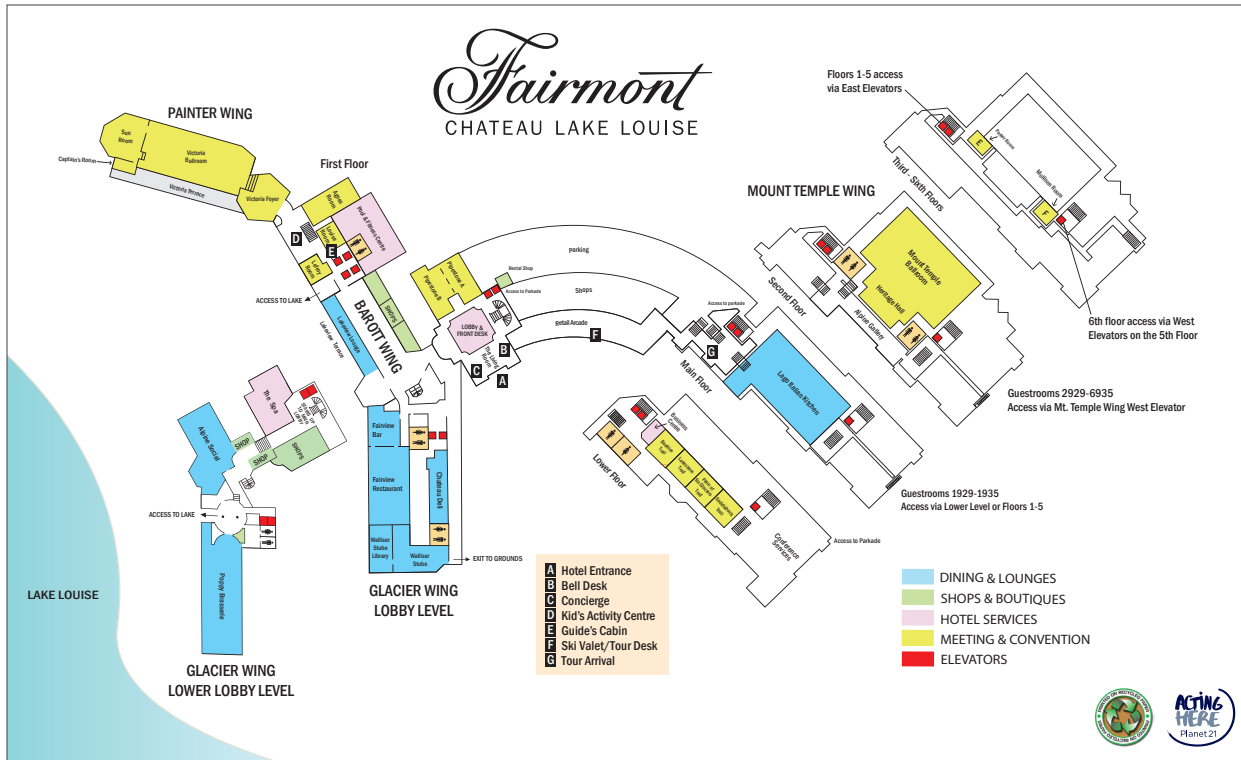
Is it mandatory to attend all scheduled keynote and breakout presentations?

Members of the Executive Team will have attendance sheets at each session. Out of respect for our corporate sponsors and the privilege of receiving subsidized delegate fees, we require full attendance at these sessions.

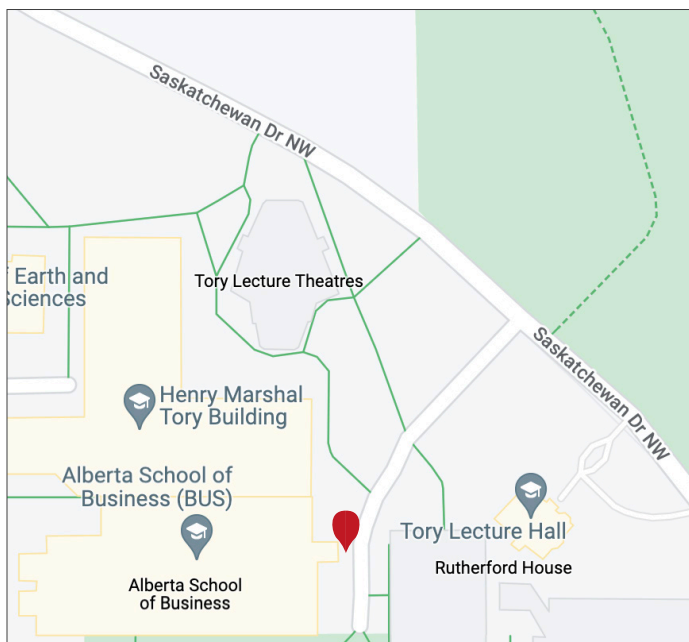


Maps

Please Refer to Maps for Directions to Event Rooms and Meeting Spots



FAIRMONT HOTEL MAP



DELEGATE PICKUP SPOT

Contact Information

If you have any questions or concerns about the conference please write them on the NEW Conference 2024 Slack channel group as the chances are there will be other individuals with the same questions as you. If you would rather privately email us please email uofanew@ualberta.ca and our Public Relations team will get back to you.

 [Network of Empowered Women \(NEW\)](#)

 [@networkofempoweredwomen](#)

 uofanew@ualberta.ca



Table of Contents

Outdoor and Free Time	13
Keynotes and Breakout Sessions	14
NEW Night In	15
Queen of the Night Hospitality Suite	16
Enchanted Wonderland Gala	17
Extra Clothing	18

Outdoor and Free Time

Delegates will have free time every day to enjoy themselves. This is an open block of time where you can dress however you please. Lake Louise has a wide variety of indoor and outdoor activities to enjoy during March, so please dress in layers since the temperature can fluctuate throughout the day. This includes a winter coat, sweaters, mittens, scarves, toque, and proper footwear.



Keynotes and Breakout Sessions

You will be expected to dress in business casual attire during the breakout sessions and keynote speeches. This includes lunches and dinners as well. For females, this could be pencil skirts, dress pants, dresses, blouses, blazers, cardigans and so forth. For male delegates, suits are not necessary, but are welcomed; a collared shirt, dress pants and a tie are appropriate. Denim or leggings are not permitted. Please ensure your footwear is appropriate as well.



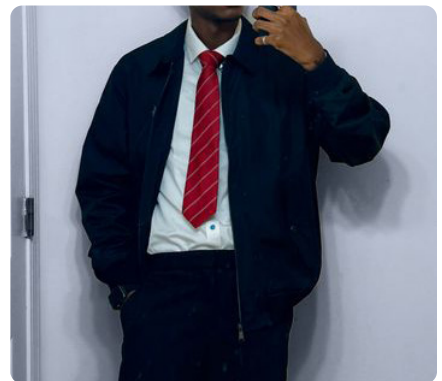
NEW Night In THURSDAY MARCH 14TH, 2024

At NEW Night In, we will be watching Barbie and interacting in a more casual setting. We have exciting games and activities planned, providing delegates with opportunities to mingle and connect with one another. The dress code for this event is pink pajamas or comfy clothes.



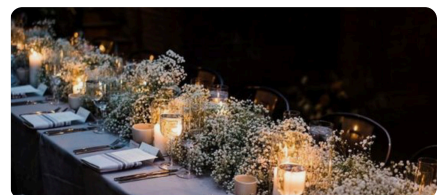
Queen of the Night Hospitality Suite FRIDAY MARCH 15TH, 2024

NEW's Hospitality Suite is an event to socialize and play games. It will be a night of celebration, music, and lots of photo opportunities! The dress code for this event is black with red accessories.



Enchancted Wonderland Gala SATURDAY MARCH 16TH, 2024

This will be a night to remember, with winter arrangements and perfect photo ops, a formal dinner, and a dance to finish off the evening. You will be living your high-tea fantasy with this elegant gala event. The dress code for this event is greens and neutrals.



Extra Clothing

Don't forget to pack your swimsuit! The hotel has an incredible pool and hot tub for you to check out during your free time. We also recommend packing workout gear or comfortable clothing for Sunday morning as we will have a fitness session for you to attend!

