

2020

STUDENT HANDBOOK

Get ready for your week at Forum!

FORUM
FOR YOUNG
CANADIANS



FORUM
POUR JEUNES
CANADIENS

With the participation of the
Government of Canada

Canada

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Dear Delegate,

Congratulations on being selected to attend Forum for Young Canadians! Being chosen as a representative for your school, your community and your province or territory is indeed a privilege. Your week at Forum will be one that we know you will enjoy and remember for many years.

Your week with Forum provide you with a wealth of information, as well as an opportunity to experience the parliamentary process first hand. You will leave you with life-long friendships, a better understanding of civic values, an insight into the challenges of governing Canada, and a deep sense of pride in yourself and your fellow students. You will participate in simulations of elections, cabinet meetings, sittings of the House of Commons and the Senate, and a First Ministers' conference. You will debate the important issues facing Canada with other young Canadians from across the country. You will learn about the legislative, executive and judicial functions of government from politicians, political staff, judges or their representatives, federal public servants and journalists.

This handbook will serve as a guide during your session. Most likely if you have a question about our program, it is answered in here! It is important for you to carefully read all of the enclosed information.

Forum is an incredible experience for delegates to develop their leadership skills, to learn about parliamentary democracy, how government works and how they can make a difference. On behalf of everyone at Forum, may I say how happy we are that you are here! We believe you will enjoy and benefit greatly from this unique experience.

We hope you will have a productive week in Ottawa and that you will enjoy every minute of your Forum Experience!

Sincerely,

Marie-Michèle Laferrière
Executive Director

INTRODUCTION

Forum for Young Canadians is operated by the non-profit, educational Foundation for the Study of Processes of Government in Canada. Each year Forum brings over 300 high school and CÉGEP (Québec) students to Ottawa to meet one another, and to learn first-hand how our government works.

Since 1975, the Forum for Young Canadians has brought over 24,000 Canadian youth to our national capital to participate in one-week sessions that are not only educational, but are also fun and culturally enriching.

During their week at Forum, students are immersed in the exciting world of national politics and public affairs. They're given an inside look at how the government's agenda is set, and how decisions that affect each of us are made. They hear from Senators, Ministers, Members of Parliament, senior public servants, members of the national media, representatives from non-governmental organizations, and other change-makers in Canada. Forum students become engaged in the traditions, issues and public affairs of the country they will soon inherit.

Forum participants do all of this in a dynamic atmosphere that is filled with the history of our parliamentary institutions and special moments of our political life. Indeed, Forum students enjoy the special privilege of sitting in both the House of Commons and the Senate, with the Speakers of both chambers.

For many of its participants, Forum is the first opportunity which they have to travel and to meet other young people from diverse backgrounds and every region of Canada. In addition to acquiring enhanced leadership skills and a better understanding of government and citizenship, students leave Forum with a deeper appreciation of the diverse values and viewpoints of their fellow citizens. They will leave Forum having made new friendships that can last a lifetime!



THE PROGRAM

Forum works in both official languages. Some speakers will use English, some French, and some both. In all situations, simultaneous interpretation allows for you to follow the program and to participate actively by asking questions. Volunteers and office staff are bilingual and every effort is exerted to make Forum effective for those who only speak one language. Forum is a great opportunity to practice your second official language and respect must be given to those who try. **If you are bilingual, please help the unilingual throughout the week!**

There are no examinations, marks or individual reports. The results are what you take home with you and what you pass along to others. **We ask that you report back to your school, your sponsors and to us.**

OUTLINE OF THE WEEK

Here is a short description of the main activities you will be doing throughout your week at Forum.

Simulations:

<i>Elections Canada Simulation</i>	The participants will simulate every step of the federal election campaign from the nomination papers to the creation of the political party, to the vote itself. The winner will become the Canadian representative at World Parliament.
<i>Cabinet Simulation</i>	Participants will simulate a cabinet meeting by playing the roles of the Prime Minister or Ministers. They will have to debate an actual issue keeping in mind their ministry and work together to get a proposition which they will present to the whole group.
<i>First Ministers' Conference</i>	This simulation will help Delegates gain an appreciation of the tactical and political considerations that influence the actions of a federal, provincial, territorial or Indigenous leader, as part of intergovernmental negotiations. Applying the knowledge gained from the Cabinet simulation, Delegates will engage in discussions, and negotiations in order to increase awareness of their federal, provincial, territorial and Indigenous interests, with a goal of reaching consensus for action.
<i>Member Statements</i>	One participant per group will have the opportunity to make a member statement. The statements will be made about matters of importance to the group for up to one minute, in their preferred language.
<i>International Trade: Negotiation with Intention</i>	This activity is organized by Export Development Canada and takes place in their headquarters. Participants play the role of an exporter, foreign buyer or financial intermediary (EDC) in a high-stakes trade simulation.
<i>Civil Society and Public Policy</i>	This simulation was developed to help Delegates understand how all elements of civil society (governments, corporations, the not-for-profit sector and others) work together to shape public policy.

Presentations: These presentations are relevant as they provide additional information and insight to classroom activities and simulations. (Subject to change. Please refer to the schedule)

<i>Elections Canada</i>	An Elections Canada representative will explain details pertaining to the electoral system and democracy.
<i>Indigenous Peoples in Canada</i>	Delegates will take part in a KAIROS Blanket Exercise which is a unique, interactive and participatory history lesson developed in collaboration with Indigenous Elders, knowledge keepers and educators.
<i>Role of the Media</i>	Members of the media will, from a political journalist’s perspective, speak to Delegates about the role of media in the current political environment.
<i>Advocacy and Lobbying</i>	A presentation to Delegates intended to raise awareness of advocacy and lobbying in Canada.
<i>Role of a Member of Parliament</i>	A multi-party panel of current MPs will discuss their roles as parliamentarians and representatives of their communities.
<i>Youth and Politics</i>	A presentation on their role as young Canadians and the impact they can have on politics, even before they are old enough to vote. They have the power to affect change now and this session will inspire them to do so.

Social time: Delegates will be given social time throughout the week—usually at the end of the day. Delegates must remain in the hotel common areas and are not permitted to leave the hotel premises unless accompanied by volunteers.

Photo on the Hill: Groups will meet at the eternal flame located in front of Parliament and then walk to the steps to take a group photo. Everyone must participate, including Group Leaders, and Logistics Assistants, if possible.



Activity night: One evening will be allocated for social activities. Delegates will have the opportunity to sign-up for an activity. Logistics Assistants and Group Leaders lead these activities. Activities can be as simple as an organized walk to the ByWard Market for treats, a yoga session at the hotel, shopping at the Rideau Centre, etc. The activities are determined based on the availability of some events (ie hockey games) as well as in-house abilities/interests of volunteer team members.



Tours: Delegates will have the opportunity to select one of these tours. Tours are subject to availability.

- **Rideau Hall**—Delegates will be led on a guided tour of Rideau Hall by a member of the Governor General's staff.
- **Supreme Court**—Delegates will be led on a guided tour of the building. Following the tour, a representative will speak to them and address their questions.
- **Bank of Canada Museum** – Delegates will have a brief introduction to the museum then will be able to visit the museum on their own

** Other tours might be offered. Please refer to schedule and speak with the Delegate Experience Coordinator if you have any questions.

The Senate: Delegates will hear from the Speaker of the Senate, the Clerk, and/or designate(s). There will be time allotted for questions, which will be followed by group photos with the Speaker, the Clerk, as well as the Usher of the Black Rod.

House of Commons: Delegates will hear from the Speaker of the House of Commons, the Clerk and Pages. There will be time allotted for questions, which will be followed by group photos with the Speaker and the Clerk.

Question Period: Delegates **may** be able to attend Question Period in the House of Commons. If so, they will have the opportunity to observe Canadian parliamentary democracy in action.

Parliamentary Reception: Delegates will attend a formal reception with parliamentarians (Members of Parliament and Senators), Forum Board members, volunteers and sponsors. This is one of the highlights of the Forum week and is a very special occasion. The logistical details pertaining to this event (location, schedule, etc.) are subject to change and will be confirmed by Forum staff.

Meeting with Parliamentarians: Forum encourages delegates to write to their Member of Parliament informing them of their attendance at Forum and also telling them that they will be receiving an official invitation from the Forum office to attend the Parliamentary Reception. Most students will have time to meet with their MP during the Parliamentary Reception. Logistics Assistants will be responsible for coordinating any other visits. The student(s) concerned and their Group Leader(s) will be informed of the details of this visit as soon as possible. Two (2) Forum representatives must accompany the student to their MP visit. A member of the MP's team may accompany the delegate, if their parent/guardian grants written permission.

In some cases, Senators may ask to meet with students from their Province. Forum will, whenever possible, accommodate these visits.

No meetings with Parliamentarians will be allowed on the day of the Parliamentary Reception, nor when programming is in the Senate.

Resource Fair: Representatives from various organizations and programs will be managing information kiosks. Delegates will have the opportunity to learn about other programs similar to Forum, as well as other youth oriented leadership development opportunities.

FORUM RULES

You are expected to behave in a mature and responsible manner throughout the week.

You have signed an agreement to abide by the program's code of conduct. For the safety and protection of all participants, Forum for Young Canadians requires that this code be followed.

Delegates who choose to challenge or break these rules may be sent home at their parents' expense, without refund. The delegate's school administration may also be notified of the infraction and of their return home.

1. **Appropriate and respectful behaviour** is required at all times.
 - The highest level of respect will be expected during Forum. No forms of harassment—physical, verbal, racial, sexual or otherwise—will be tolerated.
 - Although we encourage the development of new friendships, Forum is not the place to develop relationships beyond friendship. **No sexual contact will be allowed.**
2. The **use, possession or concealment of alcohol, marijuana or non-prescribed medications is strictly forbidden** at all times.
3. Delegates must be in their **own rooms by curfew**, unless expressly authorized by the Student Experience Coordinator, or, in their absence, the Team Leader.
 - Curfew is at 10:30 p.m. unless otherwise stated. Room checks start at 10:35 p.m. No one is allowed to leave their room after that time. In case of an emergency, please contact the Student Experience Coordinator or the Logistics Leader.
4. Delegates are **not permitted at any time to gather in the rooms of other delegates**. In order to facilitate supervision, hotel room doors must remain open until curfew.
5. Delegates are **not allowed to leave the hotel**, or their group (when in session), unless accompanied by a group leader, a member of the logistics team or a Forum staff member.
6. Delegates **must attend all scheduled sessions and activities**.
 - Delegates need to attend all sessions in order to graduate from Forum. Forum Delegates must respect all of the speakers, even those with whom they may not agree.

During sessions, delegates, staff, and volunteers are accommodated at the Capital Hill Hotel & Suites (88 Albert St, Ottawa, ON). The hotel assigns the first five to seven floors to the Forum program. Genders are separated by floors (this includes staff members and volunteers), and must remain on their designated floors. Forum houses 1-3 students to a room. A delegate may be roomed with other delegates, but will always have a bed to themselves.

Forum offers a limited number of single-occupancy rooms. The cost of this option is an additional \$200 per student and is offered on a first-come, first-serve basis. This additional \$200 must be paid with the \$100 deposit. If the single-occupancy rooms are unavailable, the \$200 will be credited toward the student's tuition. **Forum guarantees that each student will have a bed to themselves.**



While at the hotel, delegates must respect everyone's need for privacy and rest. A common room (Delegate Lounge) will be at the delegate's disposal during recreation periods. Delegates may use the Lounge at the end of the day, and before they must be in their own rooms for curfew. This period is known as "social time". Delegates must remain in the hotel common areas during social time.

DURING THE CONFERENCES AND SPEECHES

Participants need to attend all the sessions in order to graduate from Forum. You must be on time for all activity. You must respect all of the speakers, even the ones you don't agree with. **Blazers need to be kept on except if the speaker allows you to take it off or if he/she takes it off him/herself.** All questions will need to be asked according to the rules explained below.

During the week, if you need to go to the corner store or somewhere else to buy something important, please ask your Group Leader, if he/she not available, you can ask another Group Leader or a Logistic Assistant. Students are not allowed to leave the hotel or the group by themselves.

PROCEDURE FOR ASKING QUESTIONS DURING FORMAL ACTIVITIES

At the conclusion of each speaker's presentation, delegates are encouraged to ask questions about the topic discussed. In order to make the question period flow smoothly and to allow as many delegates as possible to ask questions during the time allowed, Delegates are requested to:

- Write out their question (paper or electronic device)
- Line up at the microphone and wait their turn
- Provide their name and place of origin before asking their



question (Hi, my name is Val Ladouceur and I am from Ottawa, Ontario)

- Keep questions short and to the point—no preamble
- One question only—no supplemental questions requesting further clarification
- Remain standing at the microphone until the speaker has finished answering the question
- Thank the speaker before leaving the microphone

APPROPRIATE USE OF SOCIAL MEDIA

Appropriate use of social media is expected in order to ensure an educational, professional and enjoyable Forum experience for all youth, volunteers, employees and represented communities at Forum for Young Canadians.

Please use good judgement before you post, be civil to others and their opinions and do not post personal information about others. Information posted may be public information for a long time. Social Media Includes: Facebook, Twitter, Instagram, LinkedIn, YouTube, Skype, FaceTime, Snapchat, SMS, calling, etc.

- **Twitter:** #Forum4YC @Forum4yc;
- use @/# to ask presenters more questions
- **Instagram:** @Forum4yc
- **Facebook, YouTube and LinkedIn:** Forum for Young Canadians

Social Media Protocol for all Forum Delegates:

- (1) Offensive, racist, suggestive or hateful language while using social media at, or in connection with, Forum for Young Canadians **is strictly prohibited**.
- (2) When using social media and when referring to leaders and guest speakers, **always be polite and respectful**. Use formal titles, such as Mr. or Ms., unless otherwise directed. Be mindful of appropriate times to take photos and videos.
- (3) Social media should not be used during presentations, unless or until directed or encouraged by the presenters, employees or volunteers. Respect for presenters and other leaders is of utmost importance. Do not use social media in a way that infringes upon the privacy or confidentiality of others. Ask permission before posting information/photos of others.
- (4) Social media is a great way to stay connected and to promote Forum. Use this opportunity to practise French and English by posting in both official languages.
- (5) Network with leaders who have set aside time for you and use social media AFTER a discussion to remember the moment. Be polite, safe, fair, professional, ethical and creative!



DRESS CODE

ALL Forum Delegates and volunteers must follow the dress code while in sessions.

Appropriate Attire during Session Events:

- Dress pants and/or business skirts/dresses
- Blouses or dress shirts
- Blazers/ sport coats/cardigans
- Dress shoes
- Comfortable walking shoes/ boots (not running shoes)
- Nylons (must be worn if bare legs are showing)



Appropriate Attire during Formal events (HOC, Senate, other):

- same as during the sessions
- cardigans/blazers/sports coats must be kept on
- all dress shirts must be accompanied by a tie
- no baseball caps or hats



Appropriate Attire during Parliamentary Reception:

- formal outfits
- culturally traditional attire
- formal uniforms
- dresses (if strapless or spaghetti straps, must be accompanied by a cardigan, shrug or blazer)
- suits (pants, shirts and blazer, tie or bow tie)
- comfortable dress shoes



Casual Clothing: At Hotel Only:

- Jeans or sweatpants
- T-Shirts and/or hoodies
- Slippers or running shoes

Attire Prohibited at all Times:

- Items which expose the midriff/ stomach (i.e. crop tops)
- Strapless tops or any type of clothing that reveals cleavage
- See-through clothing
- Clothing with inappropriate visuals or language



Dress Code Guidelines

- If dress pants are worn, a blazer/ formal sweater/cardigan must accompany the outfit.
- If a dress is worn, tights/ nylons must also be worn.
- Forum encourages cultural or traditional attire and formal uniforms during sessions

Ensuring that the dress code rules are respected is everyone's responsibility. Therefore, all members of the Forum team may ask a Delegate to change their outfit if their attire is deemed inappropriate.



PACKING LIST

Spending Money

All your expenses in Ottawa – accommodation and meals from supper on day 1 to breakfast on day 6, are covered by your fees. Pocket money would only be needed for any personal purchases. Forum will be selling T-shirts and other souvenirs ranging from \$15-\$50. Depending on the schedule, you might also have time to do some shopping, however Forum cannot guarantee this.

Shoes

Be sure that your shoes for each day are comfortable for walking. **Please note that sport shoes or sandals should not be worn with the formal Forum classroom attire.** Remember to bring winter boots as February and March traditionally bring wintery weather to Ottawa. You will be able to change from boots to shoes before activities.

Mandatory Dress Code: During Sessions

- 3 to 5 pairs of dress pants or skirts
- 3 to 5 blouses or dress shirts
- 1 sport coat or blazer
- 1 formal outfit or suit for the Parliamentarians' Reception
- 1 pair of dress shoes
- 1 pair of comfortable walking shoes (not runners)
- Stockings and/or underwear for the week

Casual Clothing: At Hotel Only

- Jeans or sweatpants
- T-Shirts and/or hoodies
- Slippers or running shoes
- Bathrobe or pajamas

Toiletries

- Soap
- Deodorant
- Toothbrush and toothpaste
- Shampoo
- Curling iron (if needed)
- Hairbrush or comb
- Pads or tampons
- All necessary medications

Other

- Cell phone charger
- Pens, pencils, and notebooks
- Camera
- Musical instrument for skit night
- Water bottle
- Lapel pins or buttons (to share)
- Spending money
- PROVINCIAL/TERRITORIAL HEALTH CARD

FEES

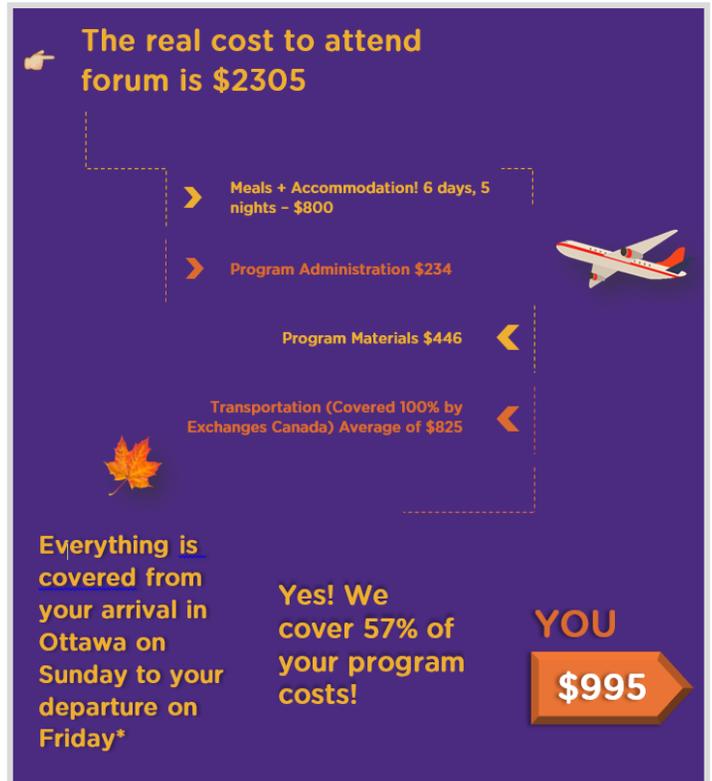
What does it cost?

The fee to attend Forum 2019 is \$995. The fee covers tuition, room (for 1-3 participants), meals and transportation costs within Ottawa. Exchanges Canada, a youth exchanges program of the Department of Canadian Heritage, covers transportation costs.

Registration

Forum for Young Canadians is a private, non-profit, tax exempt, educational organization. The fees include:

- Travel (Train trip or flight);
- Transportation within Ottawa;
- Hotel accommodation;
- All meals during the program, beginning with lunch on day 1;
- Educational materials;
- Volunteers and support staff;
- Parliamentarians' Reception;



For help in finding the necessary funds to cover the fees for the program, please read the section below.

HOW TO PAY

Forum accepts three methods of payment for student fees:

By Credit Card

Go to your Student Portal (www.forum.ca/portal/?lang=en) and fill out the "Pay Now" form. Or call Alexis Ferreira at 613-233-4086 ext. 104 to make the payment over the phone. Please note that there is a 4% surcharge for every credit card payment made to Forum

By Interac eTransfer

Please send eTransfer to Alexis Ferreira at afferreira@forum.ca using the password **Forum20**. Please include the participant's name in the notes section.

By Cheque

Make out the cheque to "Forum for Young Canadians" and send to:

800-81 Metcalfe St.

Ottawa, ON

K1P 6K7

FUNDRAISING

We encourage you to actively look for sponsors in your community to assist you with Forum fees. We have included suggestions for raising funds and a list of civic and community organizations that you may wish to approach. In the past, many school boards and schools have provided sponsorship. Consult your school authorities (principal, teachers, etc.) for help in this venture.

MAKING A PRESENTATION TO AN ORGANIZATION

1. Research about the organizations and/or businesses in your community. What are their goals and purposes? Is your family doing businesses with them?
2. Contact the organizations' presidents or youth program chairpersons. Do you have friends who know these people and could introduce you? Often, a letter outlining what you would like to discuss, followed by a telephone call, is an effective way to contact an organization's leader.
3. Once you have been invited to speak, create your appeal to the organization, keeping in mind the group's objectives. Your goal will be to persuade the group of the merit of sending you to Forum for Young Canadians. You want to make a good impression. Be yourself and be knowledgeable about your subject. Be prepared to answer any questions.
4. Read the information about Forum ahead of time and prepare an outline of your remarks. If you have questions or need help, please feel free to contact the Forum office.
5. Refer your audience to the Forum website at www.forum.ca and our social media platforms.
6. Practice your presentation. Have a friend listen to you and ask you questions.
7. Remember Forum's dress code: jacket or blazer, shirt and tie, dress pants and comfortable dress shoes; jacket or blazer, blouse, skirt. You will be appropriately dressed for the meeting if you follow this guide.
8. When you are introduced to people at the meeting, try to remember their names and give a firm handshake. It will help you to develop rapport with the members right away.
9. Be prepared to give the representative of the organization some background about yourself. You might type a brief biography of yourself to give to the club member who will introduce you.
10. When you give your presentation, be confident and genuine. Stand up straight, use effective hand gestures and look at the audience. Speak clearly so that everyone can hear you.
11. In making your presentation:
 - Explain the purpose and history of Forum for Young Canadians.
 - Tell why you want to attend Forum for Young Canadians.

- Explain the effect that your participation in Forum will have on you, the school, and the community; offer to make a follow-up presentation after you return, to brief the members on what you learned in Ottawa.
- Itemize how much it will cost you to attend the program; keep in mind the total cost of tuition and travel.
- If you are unable to answer some questions, do not hesitate to encourage them to directly contact the Forum office.
- Make your closing upbeat, positive and inspirational. Your final impression should be long-lasting.

Please note: Forum has a power point explaining the program. You can get it and use it for your presentations. Please contact the Forum office (forum@forum.ca) to acquire the document.

12. When you receive the funding, be sure to write thank you notes to the organizations and others who have helped you. The cheques from your sponsors should be made out to Forum for Young Canadians; the sponsors can also donate online on the website of CanadaHelps.org (by looking at Foundation for the Study of the Processes of Government in Canada), make sure they write your name in the comments section of the page. The sponsors can also call at the Forum office (613-233-4086) to give a credit card number.
13. We ask you to give a presentation to your school and to your sponsors when you return. Remember that the total impression you create will pave the way for future students from your community who might also want to attend Forum for Young Canadians.

CIVIC AND OTHER COMMUNITY GROUPS YOU MAY WISH TO APPROACH FOR FUNDS

Canadian Club
Canadian Order of Foresters
Chamber of Commerce
Church or Parish Organizations
Civitan International
Elks Club
Federation of Teachers
Friendship Club
4-H Club
I.O.D.E.
Jaycees Club
Kinsmen/Kinettes Club
Kiwanis International
Knights of Columbus

Lions/Lioness Club
Local Association of the
Federal Political Parties
Independent Order of Oddfellows
Optimist Club
Parent-Teacher Associations
Richelieu Club
Rotary International
Royal Canadian Legion
School Board
Shriners of North America
Students' Councils
University Women's Club

BUSINESSES

Banks/Financial Institutions
Car Dealers
Construction Companies
Co-ops
Drugstores
Insurance Companies/Agencies
Local Merchants
Lumber Companies

Newspaper Publishers
Oil/Gas Companies
Pharmaceutical Companies
Professional Firms (i.e. Lawyers)
Pulp and Paper Companies
Radio/TV Stations
Travel Agencies

FUNDRAISING PROJECTS

Babysitting services
Bake or cookies sales
Bottle drives
Car washes
Coffee or lemonade sales
Concessions at sports events

Dances
Letters requesting donations
Odd jobs (in season): raking leaves mowing lawns; shoveling snow
Raffles
Rummage/garage sales

SAMPLE FUNDRAISING LETTER

Date

Name of Sponsor

Address

City, Province/Territory, Postal Code

Dear _____:

I am honoured to have been chosen by my school and by the Forum selection committee to attend the Forum for Young Canadians from (insert dates). Forum for Young Canadians is recognized as Canada's premier youth educational program to learn about Canadian systems of government, leadership and citizenship. Forum is operated by the non-profit, non-partisan, educational Foundation for the Study of Processes of Government in Canada.

Each spring Forum brings over 300 students from across Canada to Ottawa to spend a week on Parliament Hill and experience first-hand how Canadian government works. Forum students are the future leaders of Canada.

During my week at Forum, I will be immersed in the exciting world of national politics and public affairs. I will meet the nation's leaders, interact with decision-makers, and debate contemporary issues. I will have the special privilege of sitting in both the House of Commons and Senate, with the Speakers of both chambers, who are the co-honorary Chairs of Forum. I will watch Question Period from the Visitor's Gallery and then make those experiences come alive in numerous simulations.

I will take home an unparalleled insight into the workings of Canadian government, an understanding of the diverse viewpoints of fellow Canadians, and incredible friendships! In visiting the Forum website (www.forum.ca) past participants say that Forum was the best experience of their lives and that they never had as much fun as they did at Forum!

The cost to attend Forum 2016 is \$895 and includes tuition, accommodation, meals and transportation costs not covered by Exchanges Canada, a youth exchange program of the Department of Canadian Heritage. Exchanges Canada will cover your transportation from (insert your city) to Ottawa and back.

I am writing to you to ask that you (or your organization), in keeping with the interest you have shown in the youth of our community and in education, please consider sponsoring all or part of my participation at Forum. Please note that should I raise excess amounts, the surplus will be donated to the Forum for Young Canadians to assist students in financial need. Your donations can also be made online at www.CanadaHelps.org (look for the Foundation for the Study of the Processes of Government in Canada) or you can call the Forum office to give a credit card number.

I would be happy to answer any questions that you might have and may be reached at (insert telephone number). You may also contact my school coordinator, (insert name), at (insert telephone number). I would also be delighted to make a presentation to your organization before and/or after I attend the Forum for Young Canadians.

Thank you for your kind consideration. I look forward to hearing from you, (insert name).

Sincerely,

(Insert your name and address).

TRAVEL ARRANGEMENTS

Travel fees are included in the cost of attending Forum. The Department of Canadian Heritage, through the program Exchanges Canada, provides a travel grant to Forum to assist in covering student transportation costs.

Most Forum students will be by flown to Ottawa (YOW) from the nearest airport. Travel from Ontario and Quebec will be based on the most economical and efficient means possible. **If travel time is expected to exceed 8 hours, students will be flown. Otherwise, they will travel by train (VIA Rail Canada) or bus.**

All students must have their air, rail, and bus travel booked by Forum's official travel agent, in order to be eligible for the Exchanges Canada travel grant which is provided to Forum to assist with the cost of transportation. **Any student who does not comply will be responsible for the full cost of their travel.** Your travel arrangements will be based on your Registration Form responses.

Students arriving to Ottawa will be greeted by Forum volunteers at all stations (airport, train, and bus stations). Our volunteers will be wearing Forum tee-shirts with the Forum logo, and will be holding up a "Welcome to Forum" sign. Students will then be taken to the hotel by a school bus with volunteers.



As most reduced rate tickets carry cancellation or change charges, modifications may be made to your travel arrangements only prior to the ticket being issued. **The Forum office must be notified in writing of any changes to your itinerary 3 weeks before your session at the very latest.** Changes may be allowed after that, however all additional costs and charges must be borne by the student and their parents/guardians and must be paid in advance.

AIR TRAVEL

Extremely important:

Air tickets must be issued quickly in order to ensure availability of seats and to take advantage of lower fares and possible seat sales which are often announced without warning and are available for a short period of time only. Please ensure **your Registration Form** has been sent to the Forum office to confirm your attendance and to notify Forum of any changes to your travel itinerary. At the same time, you must send in your \$100.00 deposit and your Registration form (with photos).

It is **totally essential** that register as soon as possible. Please fax (1-613-233-2351) or fill out your registration form online immediately as Forum must take advantage of an early January seat sales if they are announced. Travel tickets will not be issued unless the Forum office has your registration form. If we receive it within 3 weeks of your session, you will be responsible for any additional travel costs. (This does not apply to students taken from the Waiting List). Your cooperation is greatly appreciated.

Receiving your plane ticket:

If you are traveling by plane, your electronic ticket/itinerary will be emailed using the address you provided on the Registration Form. We recommend that you take a copy of your electronic ticket/itinerary with you to the airport as it will have all the information required for you to receive your boarding pass from the airline. You will also need two pieces of identification to receive your boarding pass. If you have not received your electronic ticket seven business days prior to your departure, please contact Lizzy Berg (lberg@forum.ca or 613-233-4086) and give your name, province/territory, session number and dates.

TRAIN AND BUS TRAVEL

Receiving your train or bus ticket:

If you are traveling by train or bus, your ticket will be sent directly to your email address earlier than two weeks before your session starts.

If you have not received your train ticket seven business days prior to your departure, please contact Lizzy Berg (lberg@forum.ca or 613-233-4086) and give your name, province/territory, session number and dates.

STUDENTS WITHIN OR NEAR OTTAWA WHO PREFER TO ARRIVE BY CAR

For students within Ottawa or near to Ottawa, if your preference is to arrive by private vehicle, this will be at your own expense. **However, Forum must receive written notice with a parental signature**

three weeks before your session, at the very latest, of your decision to arrive by car. Students travelling by car should arrive at the Capital Hill Hotel & Suites on day 1 between 2:00PM and 4:00PM. Students departing by car should arrange to be picked up between 9:00AM and 11:00AM 6 days later.

TRAVEL ARRANGEMENTS FOR ALL STUDENTS

Make sure to look at your spam folder frequently as the travel agency will send you an email to verify your arrangements. Once you receive the email with your itinerary, be sure to confirm in the next 48 hours to guarantee your space on that train/bus/plane.

The cost of getting to a departure terminal which is less than 50 kilometers from your home will not be reimbursed. If you need to buy bus transportation to get to your departure terminal, this will be arranged by the Travel Agency. Transportation by taxi or private vehicle will not be reimbursed. Any additional travel arrangements, such as essential stopovers, will be arranged by the Travel Agency.

Additional travel expenses may be reimbursed only if the claim is supported by official receipts AND is within Forum guidelines. As reimbursement will be made only on the basis of these guidelines, you must first contact the Forum office to obtain the required authorization.

In the event of a cancellation, the Forum office must receive written notice at least 30 days before your session or you will be responsible for the total costs of attending Forum.

ADVANCE PREPARATION AND STUDY

In order to get the most out of your Forum session, it is recommended that you complete the pre-learning activities that will be sent to you before your session begins.

Remember that our program emphasizes Canada's processes of government; in other words, how policy decisions are made in a parliamentary democracy. Check government website for information and news articles on the various roles played by the House of Commons, the Senate, the Supreme Court and the Public Service in Canada's processes of government. Also consider the vital roles played by labour unions, consumer organizations, the press, and other advocacy groups in influencing both public opinion and the decisions taken by legislators.

The pre-learning activities will help you get ready for the experience. We invite you to be part of them. Some post-Forum activities will also be available during the 6 months after your session and will be sent to you by email. As part of the pre-learning program, we will ask you to contact your MP and local media outlets (see below). You can contact them at any point, but we will send you an email reminder a few weeks before the session.

CONTACTING YOUR MEMBER OF PARLIAMENT

PARLIAMENTARIANS' RECEPTION

We ask you to write to your Member of Parliament (use www.elections.ca to find your MP using your postal code) to let them know that you will be attending Forum (give the dates) and that he/she will be receiving an invitation from the Forum office in Ottawa to attend the Parliamentarians' Reception with Forum students at 6:00PM on the Wednesday evening of your session (unless another evening is specified by the Forum office).

Most participants will have an opportunity to meet with their Members of Parliament over the reception. Remember that MPs are busy public servants who must respond to many demands on their time and not all will be able to attend. By writing as soon as possible you stand a better chance of meeting your MP. Due to limited time and staff, it will be unlikely that the office be able to arrange meetings with parliamentarians other than your MP and/or Senators.

Every meeting with MPs and/or Senators must be organized by the Forum office. You are not authorized to organize a meeting by yourself. If your MP asks to meet him or her, please ask him or her to send the invitation to forum@forum.ca so arrangements can be made.

SAMPLE PRESS RELEASES

#1

Forum for Young Canadians is an organization which brings students from all parts of Canada to Ottawa each year to discover how government works. **(YOUR NAME)** of **(YOUR SCHOOL)** will be one of 300 students who have been selected to participate in Forum 2016.

Students selected for the Forum program take part in a number of exciting activities in the Nation's Capital, including sitting in the House of Commons and Senate, talking to parliamentarians and senior public servants, and much more. They will also participate in a mock Cabinet discussion of immigration policy, and take part in a national general election simulation.

In addition to enhanced leadership skills, students take home unparalleled insight into the workings of Canadian government, an understanding of the diverse viewpoints of fellow Canadians, a broader understanding of the roles and responsibilities of Canadian citizenship, and incredible friendships that can last a lifetime.

Students rely on the support of local organizations to assist in paying their fees which cover tuition, rooms, and meals, with transportation costs covered by Exchanges Canada, a youth exchange program of the Department of Canadian Heritage.

For more information, contact: **(YOUR NAME, ADDRESS AND PHONE NUMBER)** or the Forum office at 613-233-4086.

#2

This year, **YOUR NAME of CITY/COUNTRY/REGION/SCHOOL** will be attending Forum for Young Canadians in Ottawa, Ontario, Canada. This privilege is granted to about 315 young Canadians between the ages of 15-19 every year. This program provides young Canadians with the opportunity to experience and learn more about government processes with a hands-on, behind-the-scenes approach to daily government activities. These activities include meeting government representatives, taking part in various simulations such as international trade, eating breakfast with Senators, dinner with Members of Parliament, and visiting the House of Commons. This program encourages youth to learn more about their own leadership capabilities and use these skills to help their own communities.

The program fee is often covered by participants through fundraising activities and local sponsorships. Your generous support would be greatly appreciated, as it is a contribution to the future of Canada. As a representative of **CITY/COUNTRY/REGION/SCHOOL**, **YOUR NAME** will be able to connect with other Canadians to discuss topics of importance to Canada's future, learn more about our diverse country, and share their experiences with the community upon their return.

#3

Forum for Young Canadians, a prestigious youth program, which celebrated its 40th anniversary in 2016, has chosen **YOUR NAME** to participate in one of three weeklong conferences in Ottawa. They are one of only about 315 young Canadians chosen to attend Forum annually. The program is an opportunity for young Canadian leaders to learn more about government processes, strengthen their leadership skills and to learn more about the diversity of thoughts, cultures and people which make Canada a great country.

YOUR NAME will participate in various activities, including an international trade simulation, a mock election, meetings with government leaders at a Parliamentarians' Reception and Senate Breakfast, and visit to the House of Commons' Question Period. Through these activities, they will come to better understand the importance of Canadian government processes. As a representative of **CITY/COUNTRY/REGION/SCHOOL**, **YOUR NAME** will have an opportunity to network with other youth from throughout the country to discuss important issues and learn more about other communities across Canada.

In order to cover the costs of the one-week program, **YOUR NAME** will be fundraising and contacting individuals who might be providing financial support for their program fees. Community sponsors make it possible for young Canadians like **YOUR NAME** to learn how to engage within their government, network with other youth, and participate in a week of life changing experiences to benefit the future of Canada as a whole.

ARRIVAL IN OTTAWA

A Forum Group Leader, with a Forum sign and/or Forum shirt, will be on hand to greet you at the airport, train station, or bus station, so keep an eye out for them. Remember that over 100 students must be picked up at three different locations. Please be patient and wait. **Please keep alert and stay in public areas.**

At the airport: Wait by the baggage pick-up.

At the train station: Wait near the luggage counter.

At the bus terminal: Wait near the restaurant, inside the terminal building.

In case of unreasonable delay, call the Forum office at 1-613-233-4086.

HOTEL

Forum will be held at the Ottawa Marriot in downtown Ottawa, 100 Kent St, Ottawa. (613-238-1122)

ARRIVAL PROCEDURES

You will arrive in Ottawa on **DAY 1** and depart the following **DAY 6** morning. Immediately upon arrival you will register and be assigned to a room. After dinner, you will join a group of 10-15 students with a Group Leader who stays with your group for the entire week.

Typical schedule on the day of arrival:

1. Arrival and registration last all day
2. Lunch will be provided for those who arrive in Ottawa early.
3. Dinner is at 5:30PM
4. The welcome meeting is at 7:00PM; and
5. The first group meeting is at 8:15PM

BAGGAGE

Since rooms have limited storage space, we suggest that you bring only one medium sized suitcase and one piece of hand luggage. **Be sure to have your name clearly marked on all luggage and on any valuable belongings.**

Make sure that you are aware of luggage restrictions for your bus, train or plane ride.

You can visit the carrier's website for more information.

FIRST AID

At least one volunteer will be responsible for First Aid all week long and will be introduced to the group on the session's first evening. Please, let them know about any medical conditions that you have that might act up during the week, any allergies that you have, and any medication that you take.

***Please let the Forum office know of any dietary/ medical exceptions before you arrive. Please note that we will not be able to accommodate your dietary needs if you have not notified us of any changes in your diet prior to Forum.**

A First Aid room will also be available for any participants who become ill or who might have a contagious cold or flu.

Please do not forget to bring your health card with you to Forum.

TELEPHONE MESSAGES AND NUMBERS

Forum office: 1-613-233-4086 (General Forum office hours: 9:00AM - 5:00PM). The number will be active during the sessions.

The Capital Hill Hotel & Suites: 1-613- 235-1413.

There are phones in the rooms at the Capital Hill Hotel & Suites, but these can only be used for local calls. Parents and family members can call the hotel and be transferred to a participant's room.

All telephone messages taken at the Forum office or at the hotel will be relayed to participants daily. In the case of an emergency, every effort will be made to reach the participant as quickly as possible.

**Congratulations on being selected
to Forum for Young Canadians!**

We can't wait to meet you!

