

## ***Soaring: Indigenous Youth Career Conferences***

**March 23 or 24, 2017, Ottawa, ON**

Indspire invites high school educators and their First Nation, Inuit, and Métis students to attend Indspire's Soaring: Indigenous Youth Career Conferences in Ottawa, ON on **Thursday, March 23, 2017 and/or Friday, March 24, 2017**. At Soaring, students may explore post-secondary options through campus tours, engage in career workshops and an interactive tradeshow with industry professionals, and learn about Indspire's bursaries and scholarships.

The Westin Ottawa, Algonquin college, and the University of Ottawa will each host a Soaring event that will include a complimentary lunch and prize giveaways. **Registration Deadline: January 23, 2017.**

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### **Registration Guidelines**

**Who Can Attend?** Indigenous high school students in grades 9-12 and their chaperones are invited to attend *Soaring*. The conference is free of charge for all participants.

**Youth:** Includes students in grades 9-12

**Registration:** Admission is free to all pre-registered groups. Space is limited, and registration will be on a **first come, first served basis**. There are no limits for the number of youth/students that your school or organization can register; however, you may not exceed the confirmed number of registered students on the day of the event. The chaperone, an accompanying adult (i.e. teacher, education/guidance counselor, or parent), must pre-register all students in their group and will be responsible for obtaining parental permission for each youth prior to attending the career conference.

Our *Soaring: Indigenous Youth Career Conferences* always begin on time. In order for students to maximize their day it is crucial that each registered student attend the first event of the day.

Please complete Soaring Registration Request Form below. Email or fax to [soaring@indspire.ca](mailto:soaring@indspire.ca) or **1.866.433.3159** by **January 23, 2017**.

- Once application is approved, a student and

chaperone list, a participant release forms for each student will be emailed to the Chaperones.

- All forms will need to be completed and email/fax to [soaring@indspire.ca](mailto:soaring@indspire.ca) or **1.866.433.3159** by **February 6, 2017**

#### **Conference Participation**

It is the responsibility of the school and chaperones to ensure that their students are onsite by the starting time of each event, regardless of your local school timings. It is also expected that all students will be respectful and stay until after the Elder has concluded the closing ceremony. Indspire holds draws for students for scholarships and other valuable prizes at each event. The student whose name is drawn must be present in the room to be eligible to win their prize and is only eligible to win once during all of the events.

**Chaperones:** Chaperones are responsible for ensuring proper student supervision and discipline during the entire conference. Chaperones are expected to check in at the Indspire registration booth upon arrival.

While in attendance, chaperones **will be accountable for their students at all times**. The following are a few guidelines:

- All teachers and chaperones must remain with their students at all times
- Youth and chaperones are encouraged to actively participate in the sessions; it is the responsibility of the chaperones to ensure that all youth attend each scheduled session so that they can benefit from the information presented.

**Chaperone-Student Ratio:** It is recommended that one chaperone accompany every 10-15 students. We recommend that one adult chaperone (18 years of age or older) accompany and take full responsibility for the youth in his or her care. All students will travel to the workshop seminars together with their chaperone.

**Self -Identification:** Indspire collects self-identification information to meet requirements specified by Indspire's supporters and to meet the needs of our students. All information is kept confidential.

**Travel / Parking:** Indspire will cover parking costs for one vehicle per school group, please indicate your vehicle information on the form, a confirmation will be send to you with parking details and how to collect

your refund. Registration does not include transportation costs.

**Lunch:** Lunch is provided free of charge for all participants, including chaperones. Please note any special dietary requirements or allergies on the **Student and Chaperone List** form.

**Cancellations/Change:** In the event that a registered student or chaperone is no longer able to attend, the school may provide substitutes, but Indspire must be notified in writing. If your group must cancel your registration, please notify Indspire in writing immediately, so that we can make that space available to another group. Email or fax to [soaring@indspire.ca](mailto:soaring@indspire.ca) or **1.866.433.3159**.

**Registration Deadline: January 23, 2017.** Please fax or email your completed registration request form to 1.866.433.3159 or [soaring@indspire.ca](mailto:soaring@indspire.ca). We will only accept registrations after the deadline date if space is available.

**Registration Confirmation:** You will be emailed a confirmation of registration by March 2, 2017. Please bring the confirmation with you to the event.

## Soaring Registration Request Form

Registration is on a first-come, first-served basis. Please email or fax completed Soaring Registration Request Form to [soaring@indspire.ca](mailto:soaring@indspire.ca) or **1.866.433.3159** by **January 23, 2017**. Once application is approved, a student and chaperone list, a participant release forms for each student will be emailed to the lead chaperone.

### 1. Contact Information:

School/Organization Name(s): \_\_\_\_\_

Primary Contact Name(s): \_\_\_\_\_

Title/Position: \_\_\_\_\_

Primary Phone Number(s): \_\_\_\_\_

Primary Email: \_\_\_\_\_

Fax: \_\_\_\_\_

School/Organization Address: \_\_\_\_\_

Street: \_\_\_\_\_

Town/City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### 2. Participant information:

Total Number of Chaperones: \_\_\_\_\_

Total Number of Students: \_\_\_\_\_

Grades: \_\_\_\_\_

### 3. Travel:

Please indicate the approximate number of hours that you will need to drive **one-way** from your school or community to attend this event.

\_\_\_\_\_ Number of hours

Estimated Arrival Date & Time: \_\_\_\_\_

Estimated Departure Date & Time: \_\_\_\_\_

### 4. Parking Requirements:

Parking details will be included in your registration confirmation letter. **ONE** Vehicle per school.

\_\_\_\_\_ Car(s)                      \_\_\_\_\_ Mini-Bus(es)

\_\_\_\_\_ Mini-Van(s)                  \_\_\_\_\_ Bus(es)

Vehicle description and height: \_\_\_\_\_

### 5. Complimentary Hotel Room Request:

A limited number of rooms will available for eligible groups.

- Yes, our group will be traveling more than 3 hours one-way and would like to be considered for complimentary hotel accommodations.
- Yes, our bus driver would like to be considered for complimentary hotel accommodations.

Please check one:

- One night (March 22, 2017)
- Two nights (March 22-23, 2017)

### 6. 2016 Indspire Awards:

**Limited tickets are available on a first come, first served basis**

March 24, 2017, 8:30-10:30 p.m.

National Arts Centre, Ottawa, ON

Total Number of Chaperones: \_\_\_\_\_

Total Number of Students: \_\_\_\_\_

### 7. Venue/Event Preference:

Please select your order of preference, 1, 2, 3, 4:

\_\_\_\_\_ **Westin Ottawa (Mar 23, 2017):**

8:45 a.m. - 3:30 p.m. | Conference & tradeshow

\_\_\_\_\_ **Campus Tour (Mar 24, 2017):**

\_\_\_\_\_ **Algonquin College**

\_\_\_\_\_ **University of Ottawa**

### 8. How Did You Hear About This Conference?

- Email                       Fax                       Indspire Website
- Social Media               Indspire Institute               Other: