



**National Association
of Friendship Centres**
**Association nationale
des centres d'amitié**

FRIENDSHIP IN MOTION: URBAN INDIGENOUS SUMMIT
December 5-8, 2022
Hilton Lac Leamy
Gatineau, Quebec

Please join the National Association of Friendship Centres (NAFC) as we gather our members and friends on the traditional and unceded territory of the Algonquin Nation in a summit focused on urban Indigenous capacity building, knowledge sharing and action planning.

The purpose of the Summit is to provide opportunities amongst the FCM and our partners for information/knowledge exchange capacity building and action planning on matters that are relevant to Friendship Centres. This serves as a great opportunity to showcase the Friendship Centre Movement (FCM) and the incredible work of Friendship Centres.

For more information visit the summit visit: www.nafc.ca/friendship-in-motion

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- LOCATION:** Hilton Lac Leamy, Gatineau, QC
- ARRIVAL DATE:** Sunday, December 4, 2022
- DEPARTURE DATE:** Thursday, December 8, 2022, or
Friday, December 9, 2022
- SUMMIT REGISTRATION:** Online registration will commence October 24, 2022
Online registration will close November 21, 2022
- The registration link is <http://nafc.smudging.ca/>
- SUMMIT CHECK-IN:** Sunday, December 4, 2022
6:00 pm – 8:00 pm
Mozart Foyer - Hilton Lac Leamy
- Monday, December 5, 2022
7:30 am – 9:00 am
Mozart Foyer - Hilton Lac Leamy



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SUMMIT CONTACT:

Carolyn Hunter
Hunter-Courchene
Email: carolyn@huntercourchene.com
T : 819.779.4610 ext 14
C : 819.775.6559

HOST HOTEL:

Hilton Lac Leamy
3 Bd du Casino, Ottawa, QC J8Y 6X4
Telephone: [\(819\) 790-6444](tel:(819)790-6444)

Guestroom Rate: \$195 plus applicable taxes

Cancellation Policy: Cancellations must be received by the reservations department at the Hilton Lac Leamy 72 hours prior to arrival.

Check in time: 4:00 pm
Check out time: 11:00 am

As with NAFC meetings, we need you to confirm whether you are planning on attending the Summit so that we can ensure your guestrooms are reserved and travel is booked.

REGISTRATION FOR THE SUMMIT

The NAFC has contracted the services of Smudge Web Services Inc. an Ottawa-based, Indigenous owned business who provide event registration services.

We require formal registration for this event. The deadline to register is November 21, 2022. Please register for the event through the following link registration link at:

<http://nafc.smudging.ca/>

Onsite registration up until the event will be available based on capacity.

Registration rate for non-Friendship Centre participants is \$400, which includes all meals during the event. Funds will be collected through PayPal.

If for some reason, you are unable to register or require assistance, please let Carolyn Hunter know and she will ensure you are registered to attend. Contact by email at carolyn@huntercourchene.com



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TRAVEL INFORMATION:

The NAFC will cover travel arrangements (air, bus, train, taxi, airport shuttle) and hotel accommodations for one (1) participant from each member Friendship Centre and/or PTA. NAFC will book a hotel room for each sponsored participants directly with the Hilton Lac Leamy and forward the confirmation information to the traveller.

Please find attached a [travel request form](#) for your NAFC sponsored participant to reserve their airline ticket at least 14 days in advance as this will result in significant costs savings and to reserve their hotel accommodations. Deadline to submit the travel request form is November 21, 2022.

The contact for travel is Mel Maracle, contact by email at melmaracle@nafc.ca

EXPENSES:

Friendship Centres and PTAs are fully responsible for any other additional expenses for **all** their Summit participants, except for the meals that will be provided during the Summit. All receipts for eligible ground transportation can be submitted to the NAFC following conclusion of the Summit.

Breakfast, lunch and nutrition breaks will be provided as part of the Summit. Participants will be responsible for their own dinner and incidental costs.

Expense claims for any travel reimbursement will be made available during registration and need to be submitted before February 24, 2023.

TRANSLATION

Simultaneous translation in both Official Languages will be provided during the Summit.

RECORDING OF PROCEEDINGS:

Proceedings of the summit will be recorded and photographs will be taken and shared on all the NAFC social media outlets.

NAFC BUSINESS OFFICE:

There will be an NAFC Business Office on site at the Hilton Lac Leamy.



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SUMMIT DOCUMENTS:

Summit documents will be available during the on-site registration.

CALL FOR PRESENTERS:

The NAFC has also issued a Call for Presenters. Some of the topics for proposed presentations may include new program development, communications and outreach strategies, working with governments, best practices in justice, health, social economy, social enterprises and advocacy, fundraising and proposal writing, data collection and analysis, research and ethics, MMIWG2S+, Gender Based Analysis and leadership.

If your Friendship Centre and or PTA is interested in being a presenter the deadline to submit is November 14th, 2022. Please refer to the following link:

Link to the application form:

<https://app.smartsheet.com/b/form/7e8689f8a463427ca1c3321d302845fe>

and submit your request to present.

If you have any questions, please contact Carolyn Hunter by email at carolyn@huntercourchene.com

FRIENDSHIP IN MOTION: ADVOCACY DAY – DECEMBER 8, 2022

The NAFC is hosting an Advocacy Day as part of the Friendship In Motion Summit. The idea right now is that we will be setting up a series of meetings with Political Parties, Members of Parliament, and the Canadian Senate. We want to provide the opportunity for FCs and PTAs to speak directly to their federal representatives in the House of Commons and Senate. While we actively and consistently speak with the federal government, MPs, Ministers, and the Senate, we thought this was a good opportunity for the PTAs and FCs to speak directly and demonstrate that we are a truly national movement with broad reach and depth.

Participation is optional, of course, but we wanted to make sure that we were providing the opportunity and supporting the preparation should any FC or PTA be interested.

The NAFC is working on developing some briefing documents, key messages, and a training session that we will offer to FCs and PTAs who will be joining us for the Advocacy Day following the Summit. Of course, we know many FCs and PTAs are quite savvy at lobbying and advocacy and we hope to tap into that expertise as part of the training and



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materials. We also hope for some knowledge transfer amongst the FCM so that we can help others who are looking for this kind of capacity building.

To let us know if you will participate in the Advocacy Day, please contact Francyne Joe at fjoe@nafc.ca.

SPONSORSHIP

If you are interested in being a sponsor for our Friendship in Motion Summit: Urban Indigenous Summit event, please contact Francyne Joe at e: fjoe@nafc.ca or t:613-563-4844 ext 305.

SUMMIT AT A GLANCE:

It would be greatly appreciated if your Friendship Centre and/or PTA could register online before the deadline of **November 21, 2022**. Please remember to register your participants online at <http://nafc.smudging.ca/>

It will make registration more efficient for everyone if you take care of all the registration requirements ahead of time for your participants and ensure they have submitted the attached travel request and hotel form.

The NAFC is looking forward to welcoming the Friendship Centre Movement to the traditional and unceded territory of the Algonquin Nation.

If you have any questions or if we can be of any assistance, please do not hesitate to ask. We are here to help as best as we can, and we look forward to seeing you all in Gatineau, QC.