



Welcome to Canada!

We are very excited for you to join us in developing and expanding Recrear. We hope this conference will leave a lasting impression, and motivate you to contribute to this growing organization over the upcoming months, and potentially, years.

Attached are documents that will help introduce you to Recrear including: the conference schedule breakdown, contact list, a preliminary business plan for Recrear and descriptions and conference goals for each task group.

During your time here in Canada we hope to see you grow as an individual and become integrated into the culture of Recrear. The focus of week 1 is to 'Magnify the Individual'. Week 1, hosted at the International Art of Living Centre, will provide stress management, team building and empowerment through breath. Once at the centre, we will be introduced to the Yes+ and Yes++ instructors and schedule and we will have the week to grow to know one another and ourselves even more.

The focus of week 2 is 'Magnify our Skills'. We plan to do this through a speaker series with experts in the fields of international development, intercultural dialogue, non-profit management and more. The focus of week 3 is 'Magnify the Process'. We will focus on organizational development and transforming our task groups into functioning departments of Recrear.

Continue reading through this package to find out more.

We can't wait to see what we all come up with, and we can't wait to spend the next three weeks with you.

Your Conference Planning Team,

Komal, Kirsten & Mitch

Conference Schedule Week 2

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RecrearMagnify Schedule: Week 2	Sunday, August 7th (Travel from Shawinigan and Intro to Task Groups)	(Monday) Intercultural Dialogue August 8th	(Tuesday) International Development + Politics Aug 9th	(Wednesday) Governance and Social Enterprise Aug 10th	(Thursday) NGO Management and Organizational Development Aug 11th	(Friday) Finance, Corporate Identity and Social Entrepreneurship Aug 12th	(Saturday) Neutrality on the ground? Aug 13th	Sunday, August 14th
Session 1 9:00 - 11:30am	Travel	Experiences with Intercultural Dialogue Randy Weekes: Canadem MAPS Director, Introduction from Kevin McMahon ~ Location: Canadem Boardroom	Panel discussion: International Development: Bridging the Generational Gap <i>Moderator:</i> Pablo Heidrich - North/South Institute <i>Speaker 1:</i> John A. Watson - Former Executive Director of CARE Canada <i>Speaker 2:</i> Kate Green - Program Manager Nepal and In-Canada Public Engagement, USC Canada <i>Speaker 3:</i> Daniel Arsenault - Manager of Haiti Program, CIDA <i>Speaker 4:</i> Luc Mougeot - Senior Program Specialist: Special Initiatives Division, International Development Research Centre (IDRC) ~ Location: IDRC: 150 Kent Street	The Evolution of Non-Profits and the Importance of Effective Governance Keenan Weller: LiveWorkPlay ~ Location Carleton University 328 DT	Key Issues for NGOs Gauri Sreevinsen: Canadian Council for International Cooperation (CCIC) ~ Location: Carleton University 328 DT	The Importance of Financial Accountability for Non-Profits Devan Pennell: Ernst & Young ~ Location: Carleton University 328 DT	Nicolas Moyer: Humanitarian Coalition ~ Location: Carleton University 328 DT (TBC)	Morning free
Lunch 11:30 - 1:00pm	Travel							Bungee jumping
Session 2 1:00 - 3:30pm (or 4)	Travel	The Importance of Intercultural Dialogue Luciara Nardon: Carleton University ~ Location: Carleton University 328 Dunton Tower	Determining Impact of Development Projects Kate Green - Unitarian Society of Canada ~ Location: USC Canada: 56 Sparks Street, Suite 705	Panel Discussion: Social Enterprise Management <i>Moderator:</i> Japman Bajaj - Soshal Group <i>Speaker 1:</i> Vinod Rajasekaran - Founder HUB Ottawa; <i>Speaker 2:</i> Keenan Weller - LiveWorkPlay; <i>Speaker 3:</i> Causeway Work Centre <i>Speaker 4:</i> TBC ~ Location: Carleton University 328 DT	Kathy Wong: CARE Canada ~ Location: Carleton University 328 DT	Socially Responsible Investing - Bob Gauthier: Doherty and Associates ~ Location: Carleton University 328 DT	Maintaining Neutrality on the Ground Annie Desilets: Médecins Sans Frontières (MSF) ~ Location: Carleton University 328 DT	Bungee jumping
*Session 3 4:30-5:30 or Dinner	Rest and settle in to Backpacker's Inn	Cultural Aptitude Test & Workshop Perley- Ann Friedman: Consultant ~ Location: Carleton University 328 Dunton Tower			NGO Startups and the Challenges Faced Ian Smillie: Founder Inter Pares ~ Location: Carleton University 328 DT	Corporate Identity & Social Entrepreneurship Adam Miron: President 7am Media ~ Location: Carleton University, 328 DT	Peace Dividend Trust (TBC)	Evening free
*Session 4 6:30 - 8:30 pm or Dinner	Intro to Task Group Session (8:30 pm)	Dinner with task group	Dinner	GenYOTT Networking Event	Dinner with task group	Group Dinner	Dinner & Social at Pier 21	Evening free
Dinner		Dinner with task group	Film at the Mayfair Theatre	GenYOTT Networking Event	Dinner with task group	Group Dinner	Dinner & Social at Pier 21	Evening free

Conference Schedule Week 3

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RecrearMagnify Schedule: Week 3	Monday, August 15th	Tuesday, August 16th	Wednesday, August 17th	Thursday, August 18th	Friday, August 19th	Saturday, August 20th	Sunday, August 21st	Monday, August 22nd
9:00 - 10:00 am	Planning Session 1	Planning Session 3	Planning Session 4	Planning Session 6	Planning Session 7	Departmental Presentations	Final Gala preparation	Departures
10:00 - 11:00 am	Planning Session 1	Planning Session 3	Planning Session 4	Planning Session 6	Planning Session 7	Departmental Presentations	Final Gala preparation	Departures
11:00 - 12:00 pm	Planning Session 1	Planning Session 3	Planning Session 4	Planning Session 6	Planning Session 7	Departmental Presentations	Final Gala preparation	Departures
12:00 - 1:30 pm Lunch							Final Gala - Set-up (Glebe Community Centre)	Departures
1:30 - 3:00 pm	Group Presentations/Discus sion	Group Presentations/Discus sion	Election Nomination Period	Group Presentations/Discus sion	Group Presentations/Discus sions	Election of 2011/2012 Board	Final Gala (Glebe Community Centre)	Departures
3:00 - 4:00 pm	Planning Session 2	Group Collaboration Session (Intergroup Time)	Planning Session 5	Group Collaboration Session (Intergroup Time)	Planning Session 8	Election of 2011/2012 Board	Final Gala (Glebe Community Centre)	Departures
4:00 - 5:00 pm	Planning Session 2	Group Collaboration Session (Intergroup Time)	Planning Session 5	Group Collaboration Session (Intergroup Time)	Planning Session 8	Election of 2011/2012 Board	Final Gala (Glebe Community Centre)	Departures
5:00 - 6:00 pm	Planning Session 2	Task Group Debrief	Planning Session 5	Task Group Debrief	Planning Session 8	Election of 2011/2012 Board	Final Gala - Take- down (Glebe Community Centre)	Departures
6:00 - 7:30 pm Dinner							Celebrations! (BBQ)	Departures
7:00 - 8:00 pm	Training: Prezi & Twitter Training	Group Work	Training: GoogleDocs	Group Work	Training: InDesign	Celebrations!	Celebrations! (BBQ)	Departures
8:00 - 9:00 pm						Celebrations!	Celebrations! (BBQ)	Departures
9 pm - ?	Mosaic - Light Show at Parliament Hill	Haunted Ottawa Tour	Evening Free	Evening Free	Evening Free	Celebrations!	Celebrations! (BBQ)	Departures

Conference Schedule Breakdown

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Week 2: Magnify our Skills: Speaker Series

The sessions this week will focus on topics that are vital to the functioning of Recrear in our current phase of development. With over 20 speakers taking part from 20 different organizations, the content of this intense week will lead you to question what you know about non-profit management, international development and more. The knowledge gained during this week will help our team in further developing our organizational and departmental structure and functions in week 3, and will provide us further insight for future Recrear projects. Some of these sessions will be open to the public. Registration is open online at www.recrearmagnify.org.

Week 3: Magnify the Process: Organizational Development

Most of your time during this week will be devoted to team work and taking an active role in shaping the future of Recrear through your designated task group. Keep in mind that each task group is working towards developing into a functioning department to be launched through the board elections at the end of this week. You will be provided with the space to reflect upon the role and level of engagement that you want to take with Recrear in 2011-12. Below is an overview of the goals and schedule for the week; however, keep in mind that the schedule will be particularly flexible to our planning needs.

The Goals of Week 3:

- Legally and financially establish Recrear International in Ottawa, Canada (Apply for non-profit incorporation and registered charitable status in Canada);
- Launch a local Recrear chapter in Ottawa;
- Review, discuss, and approve 2 year plan;
- Approve Recrear's goals for 2011-12;
- Discuss and define Recrear's strategies for 2011-2012;
- Review and approve Recrear's Internal Structure;
- Develop and approve Recrear's Legal Structure;
- Define strategies to improve Recrear's internal communication and HR management;
- Develop Recrear's long-term marketing and fundraising strategies;
- Review and approve job descriptions for Recrear staff members for 2011/2012;
- Elect Recrear International's board for 2011-2012

During the first two weeks of Magnify, take time to get to know the members of your task group and begin brainstorming ideas your task group would like to develop in week 3. Also take this time to think about which task groups you would like to collaborate with during week 3 as well.

Planning Session 1, 3, 4, 6, 7: The mornings will be dedicated to working with your task groups. You will be provided meeting space to do so; however, you are also encouraged to work where you feel more comfortable (park, coffee shops, etc). We will reconvene to eat lunch together.

Conference Schedule Breakdown

RECREARMagnify | Ottawa, Canada

Group Presentation/Discussion: In the afternoon, the task groups will give a brief presentation to update the whole Recrear Team. This will allow all of us to make sure we are on the same page, to coordinate the work for the rest of the day and discuss specific relevant issues. The presentations will be structured as follows:

- Each task group will deliver a 5-8 minute presentation discussing their progress during that morning and highlight any urgent issues they would like to discuss with the whole team;
- The presentation will be followed by a 45 minutes discussion moderated every day by a different task group.

Group Collaboration Session & Debrief: On certain afternoons, the groups are encouraged to cooperate on specific tasks. For example, the Project Management task group might want to work with the Local Chapter Development group to discuss what fundraising strategies are most appropriate. Following these collaborative sessions, your task group will meet to debrief and integrate the collaborated ideas into its strategy.

Planning Session 2, 5, 8: The remainder of afternoons will be used to again meet with your task group to work and develop strategies for your future department.

Departmental Presentations: On the morning of Saturday, August 20th, each task group will present their strategies for the first time as a department. Each group will have 20-25 minutes to brief the group at which point a Q&A will take place for 10 minutes. At the end of this period of time, Recrear will have established its departments and strategies for the upcoming year.

Election Nomination Period: Available board positions will be determined by Monday, August 15th at which point all members are encouraged to self-nominate or nominate a fellow member to run in the general election to take place on Saturday, August 20th. Nominations will take place on Wednesday, August 17th in our afternoon group session. Details regarding the board, its structure and meeting times will be released during week 2. It is not mandatory to run for a board position as all members are free to choose their level of engagement (whether as a board member or through a department) for the upcoming year.

Election of 2011/2012 Board: Each nominated candidate will be expected to deliver a 2-3 minute speech for their chosen position, at which point the members present will vote on the candidate they feel would fill each role best. This procedure would be repeated for each available position. There will be an external elections scrutineer and elections officer present. More details will be released during week 2 and early in week 3.

Final Gala: On Sunday, August 21st we will be presenting to our external stakeholders and community members, what we have developed over the course of the conference. This will include, but is not limited to, project proposals for the upcoming year, brief presentations on the strategies and goals of each department, a prezi of Recrear's year-plan, a collection of our vlogs from the conference and a photo slideshow. There will be food and beverages served and between 50-70 people are expected to attend.