

Dear WDA Global Summit participant,

With one week left to the start of the event, this email aims to assist you in reaching Memorial University and having a productive, enjoyable, and memorable time at the Summit.

**Accommodation:** There are 300 rooms reserved in Macpherson College, Memorial University's newest residence. These are single rooms sharing a bathroom with the adjacent room in the suite. The rate is \$60 per person per night. If you wish to share the suite with a particular person you will be able to indicate the name on the registration form. The Summit runs from the opening Reception, the evening of Sunday, July 23 to the evening of Friday, July 28. Most people will likely depart Saturday, July 29. There will be a special promotion posted that will permit you to register at this special rate between July 21-30. Payment is due at the time of booking by either Visa or MasterCard.

On campus accommodation:

Accommodation during the WDA Global Summit is available in Macpherson College, Memorial University's newest residence. Individuals may book half suites (single room with semi-private washroom) for \$60 per night between July 21 and 30. You may indicate who you would like to share with, or the Conference Centre can pair you up with someone.

To book:

1. Go to: <http://www.mun.ca/conferences/bookings/worlddance2017.php>
- 2 Enter promotion code **WDAGS2017** , choose dates, and number of guests
- 3 Click **Next** to enter personal and payment details

Note: The promotion code only works when you book under the reservation link above and only for the night's of July 21-30, 2017.

Payment is due at the time of booking by Visa or MasterCard. On your credit card receipt there will be a transaction from SpeedyBooker out of the United Kingdom. To view the Cancellation terms please visit:

<http://www.universityrooms.com/en/terms>

If you have questions, or need to book a one bedroom suite with double bed, contact the conference centre by email at: [stay@mun.ca](mailto:stay@mun.ca)

If you are travelling with a partner, there are a few one bedroom suites with double beds. You will need to contact housing (email will be provided) directly to book a suite.

Most hotels are not within walking distance of the campus. If you prefer hotel or bed and breakfast accommodation, you may find information under 2017 Global Summit, then click on Tourist Information.

## Travel

While the summit website has the following information, here is a reminder of information you will need upon arrival in the St. John's airport:

Canadian Currency: ATM machines are available at the airport and on campus, but there is no currency exchange counter at the St. John's airport. Make sure you obtain Canadian dollars before you leave the airport to pay the taxi fare from the airport to campus.

Transportation from Airport: Taxis cost \$25 to \$30 to Memorial University. The # 14 bus goes from the airport to the Memorial University Student approximately every hour and takes 30 minutes. If you want to rent a car you should do this immediately because rental cars are very limited during the summer. Most major car rental companies rent from the airport.

**Transportation in St. John's:** Evening performances take place Monday to Thursday downtown, and a traditional kitchen party will take place downtown on Friday evening. Taxis are approximately \$10 one way. We recommend that several people share a taxi. Public transportation from the Student Centre is also available to the downtown area and other locations in St John's.

**Currency:** The exchange rate fluctuates daily but is around \$1.00 Can = \$.74 US.

## **What to bring (or procure on the spot)**

It might rain in St. John's around the time of the Summit, so please bring an **umbrella** and/or raincoat, make sure your footwear can withstand rainy weather. Temperatures in St. John's during the Summit will range from 13 to 20 degrees celsius.

Canada's electrical supply and electrical outlets (sockets, wall plugs) are the same as those found in the United States. The electrical supply is 120 Volts and 60 Hertz (cycles per second). If you are travelling from another continent, **remember to purchase the plug adaptor** - either at home, in the airport, or in St. John's.

## **Where is the Registration desk– and when does it open?**

PLEASE NOTE THAT REGISTRATION STARTS ON SUNDAY FROM 5 TO 7 PM IN THE ATRIUM OF THE FACULTY OF MEDICINE BUILDING. After Sunday, the registration desk will be easy to find in front of room 2025 in the Music building at Memorial University. THE REGISTRATION DESK OPENS AT 8:30 AM on Monday, July 24<sup>th</sup>.

Once you register, you will be able to get your Summit bag that will include the printed program, your Summit name tag, and tourist information (with some discounts). If you have bought **LSPU Hall tickets, meals, and Kitchen Party tickets, these will be tucked in with your name tag.**

There is a team of helpful volunteers, familiar with the program, the venue and the surrounding area, that you can turn to when in need of assistance. If you cannot see a team member, please ask for help at the Registration desk.

## **Registration desk opening hours**

Mon 8:30-11 AM; Tue 8:30-11 AM; Wed 8:30-11 AM; Thu 8:30-11 AM; Fri 8:30-11 AM.

## **Coffee and Box Lunches (outside MU 2025—near the registration desk).**

Coffee will be available daily at 8:30 AM and on Tuesday, Thursday, and Friday from 10:30-11 AM. Pre-paid box lunches will be available on Monday between 11:30-12:30, Tuesday between 12:30-1:30, Wednesday between 11-11:30 AM, and Thursday and Friday between 12:30-1:30. These times are all listed on the “Week-At-A-Glance” schedule.

## **Those presenting papers/pecha kucha/roundtables**

Please have any files you wish to present on your portable device (or USB), and bring to your session room 15 minutes before the session, to upload and check. There will be a moderator/volunteer team member present or nearby to assist. Rooms MU 2025, 2017 and MED 1M101, 1M102 all have wifi and powerpoint capabilities. All rooms have either a projector or tv with VGA input. Make sure your device connects to VGA.

## **Those moderating**

Strict time-keeping is crucial to a good Summit, so please ensure each presenter gets their fair share of the time, and do not overrun into the breaks. Your session may be over, but other sessions or meetings may be scheduled to use your room next.

In most panels, the time allocated per paper will be 15-20 minutes, but this may vary depending on how many presenters are in the session. If there are only two presentations in a session, presenters may take more time to present. But this should be done in consultation with all session members.

## **Workshops**

Suncor Hall - There is a small PA system to run sound.

Dance Space in Arts and Culture Centre - The Dance Space should be unlocked. If the room is locked after 1pm, call ACC Security at 709 330-7178. If for some reason your door is not unlocked first thing in the morning then you will need to come to the ACC Admin office located on the second floor. If you need to leave the room or if you are going on lunch break it would be a good idea to have the room locked and unlocked during these times. The ACC assumes no responsibility for any stolen items.

There is a Bluetooth all in one speaker system in the Dance Space that you can avail of.

The floor in the Dance Space is a sprung dance floor.

Please respect the following rules and regulations for the space (also posted both outside the space and inside the space):

No open food or drink allowed; bottled water only.

No outside footwear allowed at any time.

Only clean, non-marking dance-appropriate footwear may be worn in the dance space.

Dancers may, of course, choose to be bare foot or sock-clad.

No heavy furniture is allowed in the studio. Only chairs or tripods with soft pads under legs and corners are allowed. Please move chairs gently to preserve the sprung floor.

If taping the floor, use only electrical tape or theatrical “spike” tape that can be easily removed and does not leave surface residue. No duct tape or masking tape.

Respectful volume levels are appreciated.

Pets are not permitted in the dance space.

Unsupervised children are not permitted in the dance space.

ACC and MMaP are not responsible for any lost items.

## **Performances**

If you are performing in Cook Recital Hall or doing a Site-Specific Performance, make sure you have already sent your music file to Evadne Kelly at [evadneKelly@gmail.com](mailto:evadneKelly@gmail.com). For all performers, please bring a back up of your music on USB. LSPU Hall participants need to bring audio files in a format that can be read by Quick Time or QLab.

**FOR ALL PERFORMERS—PLEASE ARRIVE AT LEAST 15 MINUTES EARLY FOR YOUR TECH. TIME.**

## **Wifi**

There is Eduroam access across the campus.

## **Reception**

On Sunday, July 23<sup>rd</sup> from 5 PM to 7 PM there will be a reception with food, beverages, and live music and dance in the Atrium of the Faculty of Medicine. Each participant will receive one complimentary drink ticket.

Please see the map at the end of the Summit program for directions to the Faculty of Medicine:

[http://www.wda-americas.net/wp-content/uploads/2017/07/WDA-Printed-Program-2017-2\\_FULL\\_FINAL.pdf](http://www.wda-americas.net/wp-content/uploads/2017/07/WDA-Printed-Program-2017-2_FULL_FINAL.pdf)

## **Summit program**

For those who are anxious to read/download the Summit program before the reception opens, we have uploaded a PDF version on the Summit website. Before that, please make good use of the Summit website.

check out the “Week-At-A-Glance” schedule to acquaint yourself with the general schedule:

[http://www.wda-americas.net/wp-content/uploads/2017/05/WDA-Schedule-Week-At-A-Glance\\_FINAL.pdf](http://www.wda-americas.net/wp-content/uploads/2017/05/WDA-Schedule-Week-At-A-Glance_FINAL.pdf)

Travel safely!

Yours,

WDA team