



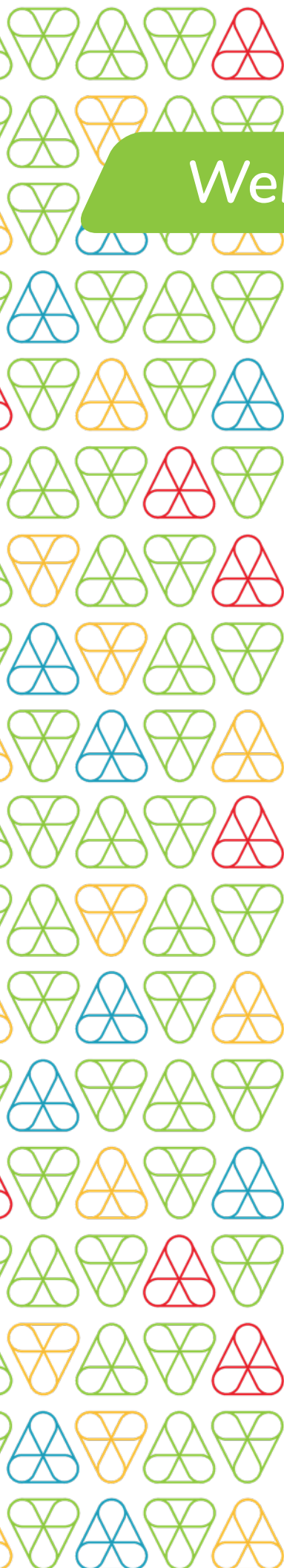
RESOURCE CONNECT YEG 2024

Fostering Resilience

October 16 | 10:00 AM - 4:00 PM
Commonwealth Community Recreation
Centre - Gymnasium

Exhibitor Handbook



A decorative border on the left side of the page, consisting of a grid of triangles. Each triangle is composed of three smaller triangles meeting at a central point. The triangles are colored in shades of green, blue, orange, and red, arranged in a repeating pattern.

Welcome to Resource Connect!

Dear Exhibitors,

Welcome to Resource Connect 2024!

We are thrilled to have you join us for this year's event, where we are focusing on the theme of "Fostering Resilience."

In today's fast-paced and ever-changing world, resilience has become a cornerstone of success. It's about bouncing back from setbacks, adapting to challenges, and thriving in the face of adversity. At Resource Connect 2024, we believe that fostering resilience is essential for individuals, organizations, and communities to thrive.

As exhibitors, you play a vital role in this endeavor. Your presence and contributions here today provide valuable resources, support, connections, and opportunities that empower individuals and communities to build resilience and overcome obstacles.

Throughout the event, we encourage you to showcase how your organization embodies the spirit of resilience. Whether it's through innovative programs, supportive services, or inspiring success stories, we invite you to share with each other and attendees, how you're making a difference in fostering resilience in our community.

We are excited to collaborate with you to create an impactful event that inspires resilience, fosters connections and collaborations, and promotes positive change. Together, we can make Resource Connect 2024 a memorable experience for all.

Thank you for your participation and commitment to building a resilient future. We look forward to working with you and celebrating the spirit of resilience at Resource Connect 2024!

Best regards,

Kelly Holland

REACH Edmonton Council for Safe Communities

Community Engagement Manager

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Event Overview

Welcome to Resource Connect 2024: “Fostering Resilience”

Resource Connect is a biennial event (every 2 years in the Fall) designed to create an enriching environment for leaders within the non-profit sector. It serves as a valuable platform for non-profit organizations in Edmonton to come together, foster collaborations, share experiences and resources, learn, showcase the incredible work being done in our region, and explore collaborative opportunities that can strengthen our collective efforts in addressing the pressing issues facing our community.

The main goal of this event is to foster collaboration, knowledge-sharing, and resource mobilization within the non-profit sector in Edmonton and Area, ultimately strengthening the capacity of non-profit agencies to effectively address community needs.

Who will be there?

Resource Connect is dedicated to fostering resilience through enhanced collaboration among community service providers. This year, we look forward to welcoming community groups, educational institutions, volunteers, students, elected officials, media representatives, city staff, and many other passionate individuals committed to community betterment from across Edmonton and Area.

What we hope you will get from Resource Connect 2024?

Resource Connect focuses on fostering resilience by connecting with and understanding the diverse agencies and groups serving Edmonton's communities. This event aims to build a stronger service community, enhance awareness of each other's efforts, and explore opportunities for greater collaboration and mutual support. To fully leverage this networking opportunity, we encourage exhibitors to bring additional staff to engage with other agency booths.

How to connect with the community?

Resource Network enhances community engagement by fostering collaboration between agencies.

- Pinpoint and address gaps in services to better serve the community's needs.
- Develop a shared understanding of the resource landscape.
- Uncover hidden opportunities and connections within the community.
- Innovate and explore potential partnerships with one another.

Event Overview - Continued

Throughout the Resource Connect event there will be:

- Resource sharing
- Four professional development workshops (pre-registration only)
- Networking opportunities with interactive booths
- Volunteer and job opportunities at select agency booths
- Surveys conducted by University of Alberta CSL Program research students
- Pre-selected agency interviews by Road 55 Studio Team

Important Dates

Setup Date & Time

October 15, 2024, from 3:00 PM to 6:00 PM

Please use the loading zone in Lot A (parking lot entrance on 112 Avenue) to bring your materials to the gymnasium where your booth will be.

Event Date & Time

October 16, 2024, from 10:00 AM to 4:00 PM

Teardown

October 16, 2024, starting at 4:15 PM

Exhibitor Check-In

October 16, 2024, from 8:30 AM to 9:30 AM

Exhibitor badges and lunch tickets will be distributed.

Agenda

- 8:30 AM - 9:30 AM Exhibitor Check-In Final Setup
- 10:00 AM - 10:15 AM Welcome Address and Blessing
- 10:15 AM - 4:00 PM Exhibitor Booths/Passport Activity

Morning Workshops

10:00 AM - 11:30 AM
Room #4

The Balancing Act: Managing Energy
Across Multiple Roles and Priorities

10:00 AM - 11:30 AM
Room #5

A Comms Guide to Digital Fundraising

- 12:00 PM - 12:15 PM Greetings by Dignitaries

Afternoon Workshops

12:00 PM - 4:00 PM
Room #4

Grant Writing 101: In-Person Session

1:00 PM - 2:30 PM
Room #5

Building Resilience for the Future of
Work

- 3:45 PM - 4:00 PM Closing Remarks
- 4:15 PM Booth Teardown

Workshops (Pre-Registration Only)

10:00 AM - 11:30 PM
Room #4

The Balancing Act: Managing Energy Across Multiple Roles and Priorities

by Victoria from Wellness Works Canada

This interactive workshop explores balance while navigating the complexities of life. Through discussions, practical exercises, and self-reflection, participants will learn strategies for prioritization and cultivate awareness of personal boundaries and limits.

10:00 AM - 11:30 AM
Room #5

A Comms Guide to Digital Fundraising

by Shayla Breen & Team from Emdash

In this session, we'll ensure you understand the ins and outs of fundraising communications and give you the knowledge and resources to engage with your audiences in digital spaces.

12:00 PM - 4:00 PM
Room #4

Grant Writing 101

by Ethno-Cultural Capacity Building Collaborative

The live session taking place at Resource Connect will be "Practical Grant Writing Skills and Resources." It'll cover topics such as budgeting, partnership development, and more.

1:00 PM - 2:30 PM
Room #5

Building Resilience for the Future of Work: Strategies for Individuals and Non-Profit Teams

by Victoria from Wellness Works Canada

In this interactive and insightful discussion, come together to learn practical, evidence-based strategies to build individual and team resilience. Learn key trends impacting the future of work, how to stay ahead, and commit to supporting sustainable performance.

What We Will Be Providing

1 Folding Table (6 x 2.5 feet)

2 Chairs Per Table

1 Disposable Tablecloth

Morning Snack

Provided for exhibitors before the event begins. (max of 2 staff members per agency)

Boxed Lunch

Assortment of sandwiches and wraps with labelled fillings: beef, vegan, vegetarian, halal, gluten free bread and wraps, salad with berries, cookies, and juice box [max of 2 staff members per agency]. Refreshments/boxed lunches available in the Alumni Room.

Access to Wi-Fi

Free Wi-Fi is available for all at Commonwealth Stadium. The Wi-Fi Network name is **#TELUS**. No password is required.

Support for Loading/Unloading

Access the loading dock on October 15 from 3:00 PM - 6:00 PM.



What to Bring - Printable Checklist

- ☐ **Snacks, Special Diet Meals, Drinks**
Please bring your own drinks, snacks, and meals if you have specific dietary needs, as we may not be able to accommodate all preferences. Quantities of provided food are limited to **2 staff members per agency**.
- ☐ **Tablecloth**
Optional but recommended for agency branding or display purposes.
- ☐ **Banners and Signage**
For clear identification of your organization.
- ☐ **Brochures and Flyers**
To distribute to attendees (bring enough for 300+).
- ☐ **Interactive Activity**
Engage attendees with a hands-on activity or demo.
- ☐ **Business Cards**
Ensure staff have plenty to share with visitors.
- ☐ **Draw Prizes**
Optional, but a great way to attract people to your booth.
- ☐ **Extension Cord/Power Bar**
If your booth requires electricity (limited outlets available).
- ☐ **Volunteer Registration Forms**
If your organization is recruiting volunteers.
- ☐ **Details on Job Opportunities, Internships, or Practicums**
Information to share with attendees seeking employment or learning opportunities.

On-Site Support

Exhibitor Check-In

October 16, 2024, from 8:30 AM to 9:30 AM, where exhibitor badges and lunch tickets will be distributed.

Volunteer Assistance

A limited number of volunteers will be available throughout the day to assist agencies with only one staff member at their booth.

Booth Assistance

For any additional support or specific needs, please contact the event staff at the welcome/registration booth.

Exhibitor Services

Morning refreshments and a boxed lunch will be provided for exhibitors and volunteers (limited to 2 exhibitors per agency).
Technical support will be available for workshop facilitators.

First Aid and Emergencies

A first aid kit is available at the welcome/registration booth for minor injuries. For major emergencies, please call 911 immediately.

Emergency and Evacuation Procedures

Please familiarize yourself with the emergency procedures and routes on page 15. In case of an emergency or evacuation, Commonwealth staff will give instructions to guests to ensure safety procedures are followed.



Logistics

Load-In and Load-Out

For convenient loading and unloading, please use the loading dock for heavy items. Otherwise, the main entrances are available for use.

Parking and Transportation

Free parking is available at the Commonwealth Community Recreation Centre. We also recommend using LRT or ETS for transportation.

Photography and Interviews

We will have a photographer on-site to capture key moments throughout the event, and a videographer will conduct interviews with agency staff, volunteers, and selected guests. The photos and videos will be used to promote the event and share highlights with the community.

If you prefer not to be included in photographs or video footage, please obtain a colored dot and a blank name tag from the welcome/registration booth at the entrance to the gymnasium. We respect your privacy and will make every effort to accommodate your request.

Booth Arrangement

Exhibitor booths will be organized by agency sector as much as possible, taking power outlet needs into consideration.

Cancellation Policy

While the event is free for all exhibitor agencies, if your agency is unable to attend, please provide us with at least one week's notice. This allows us to offer the booth space to another agency on the waitlist. Your cooperation in timely notification is greatly appreciated and helps us ensure a smooth and successful event for all participants.

Rules and Regulations

Booth Etiquette

Professional Conduct: Maintain a professional demeanor and courteous interaction with all attendees.

Booth Presentation

Ensure your booth is neat, organized, and reflects the purpose of your organization.

Restrictions

Loud talk or music, aggressive solicitation, or any disruptive activities are not permitted. Please respect the event environment and other exhibitors.

Safety Regulations

Fire Safety: Follow all fire safety procedures and ensure that your booth does not obstruct emergency exits.

Setup and Teardown

Follow the scheduled times for setup and teardown to ensure smooth operations and avoid disruption.

Waste Management

Dispose of any waste properly and keep your booth area clean.

Personal Belongings

The event organizers are not responsible for lost or stolen items. Please secure your personal belongings. A lost and found bin will be located at the information booth for any items that may be misplaced during the event. At the end of the event, any items remaining in the lost and found bin will be turned over to the receptionist at the Commonwealth Community Recreation Centre's main entrance lobby.

End-of-Event Assistance

We kindly request your help with dismantling your booth, folding tables, and stacking chairs at the end of the event. Your assistance will help us efficiently prepare the venue for the next event.

Social Media Promotion

Promotion Opportunities:

We encourage each exhibitor agency to share social media posts and promote the event on their own social media channels, websites, newsletters, and networks. We have provided a set of pre-made graphics and captions for easy sharing:

<https://drive.google.com/drive/folders/10rDustLdnXkaNBbbziPtZsN58VHllf9d?usp=sharing>

Tag us at:



@reachyeg



@reachedmonton or @edmontonresourceconnect



REACH Edmonton Council for Safe Communities

Event Passports

What is the passport?

Each exhibitor and attendee will be given a postcard with a special event activity to help create new connections. Once your passport is filled, you can submit it at the information booth at the front of the room, where it will act as your ballot in prize draws!

How do I fill it out?

1. Fill in your contact information on the front of the card.
2. On the back of the card is seven questions. Start by discussing one question with one other person at a different exhibitor booth than yours - remember to bring business cards to share with new contacts!
3. Once you've had a conversation about a question, ask your discussion partner to sign your card in the box near the question you discussed.
4. Move on to your next conversation until you've given and received seven unique signatures.
5. Submit the card at the welcome table for your chance to win a prize!

Sponsors



CFWE 89.3 The Raven

CFWE is your source for
country and local news for
Indigenous communities.

ravenradio.ca



Wellness Works Canada

We are your non-profit
workplace health and
performance association.

wellnessworkscanada.ca



Road 55 Studio

This local studio offers
recording and digital
strategy solutions.

road55.ca

Door Prizes



Eileen Omosa, Author. Speaker. Coach
Documenting Immigrant Family Stories
We Grow Ideas
2 Books Donated



Victoria Grainger
Wellness Works Canada
wellnessworkscanada.ca
4 Mental Health First Aid Kits Donated



Road 55 Studio
road55.ca
4 EARLS Gift Cards (\$400.00 total)



Angela Morris
Embodiment Her Coaching
embodyhercoaching.com
Gift Basket Donated



Joseph Rubay
Dynasty Team Ltd. Alberta Real Estate
dynastyteam.ca
2 Gift Baskets Donated

Parking and Drop-Off

Where can I get dropped off from my ride on the day of?

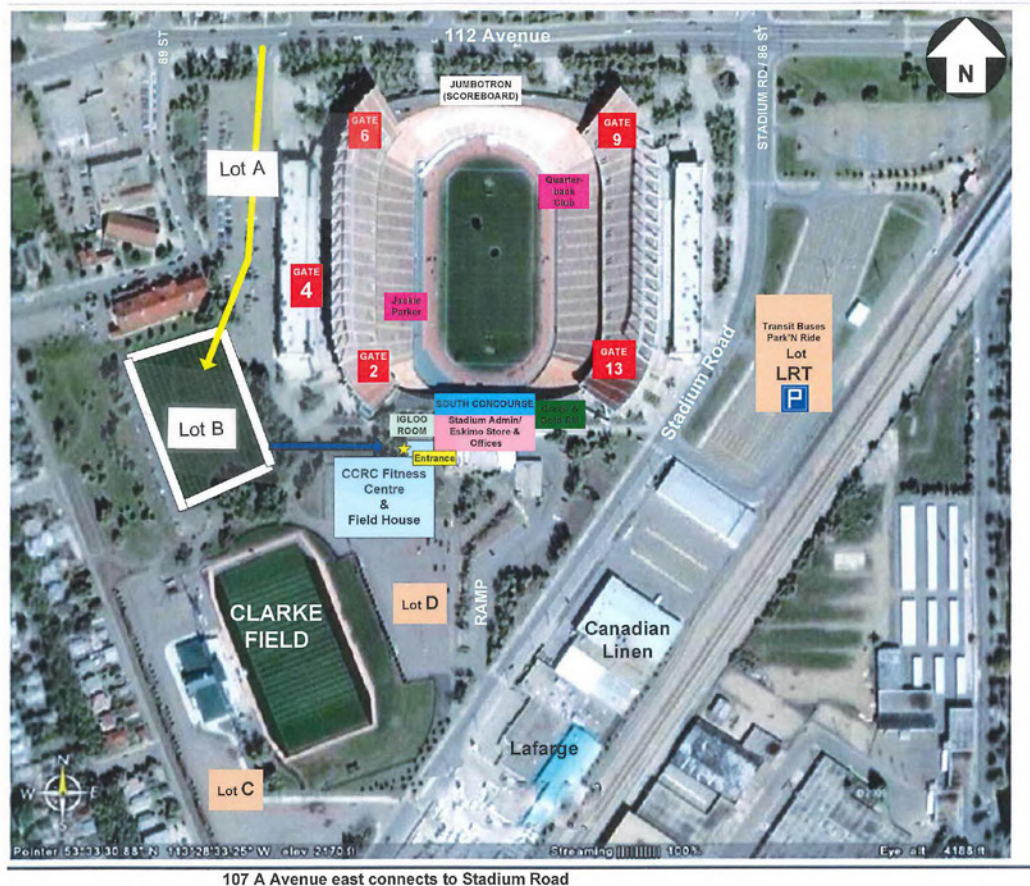
The curb lane on 112 Avenue eastbound from 95 Street to Stadium Road is a dedicated drop-off and pick up location for the general public and ride share.

How do I access parking if I bring a vehicle?

Parking will be in Lot B, accessible by 112 Avenue only (yellow arrow). Once parked, proceed in the direction of the blue arrow to the West-facing doors of the Commonwealth Community Recreation Centre. This entrance will be East of Lot B.

Where do I access the loading dock for the gym?

On October 15, from 3:00 PM - 6:00 PM, please use the loading zone in Lot A (parking lot entrance on 112 Avenue) to bring your materials to the gymnasium where your booth will be.



Emergencies

What to do if I think there's an emergency?

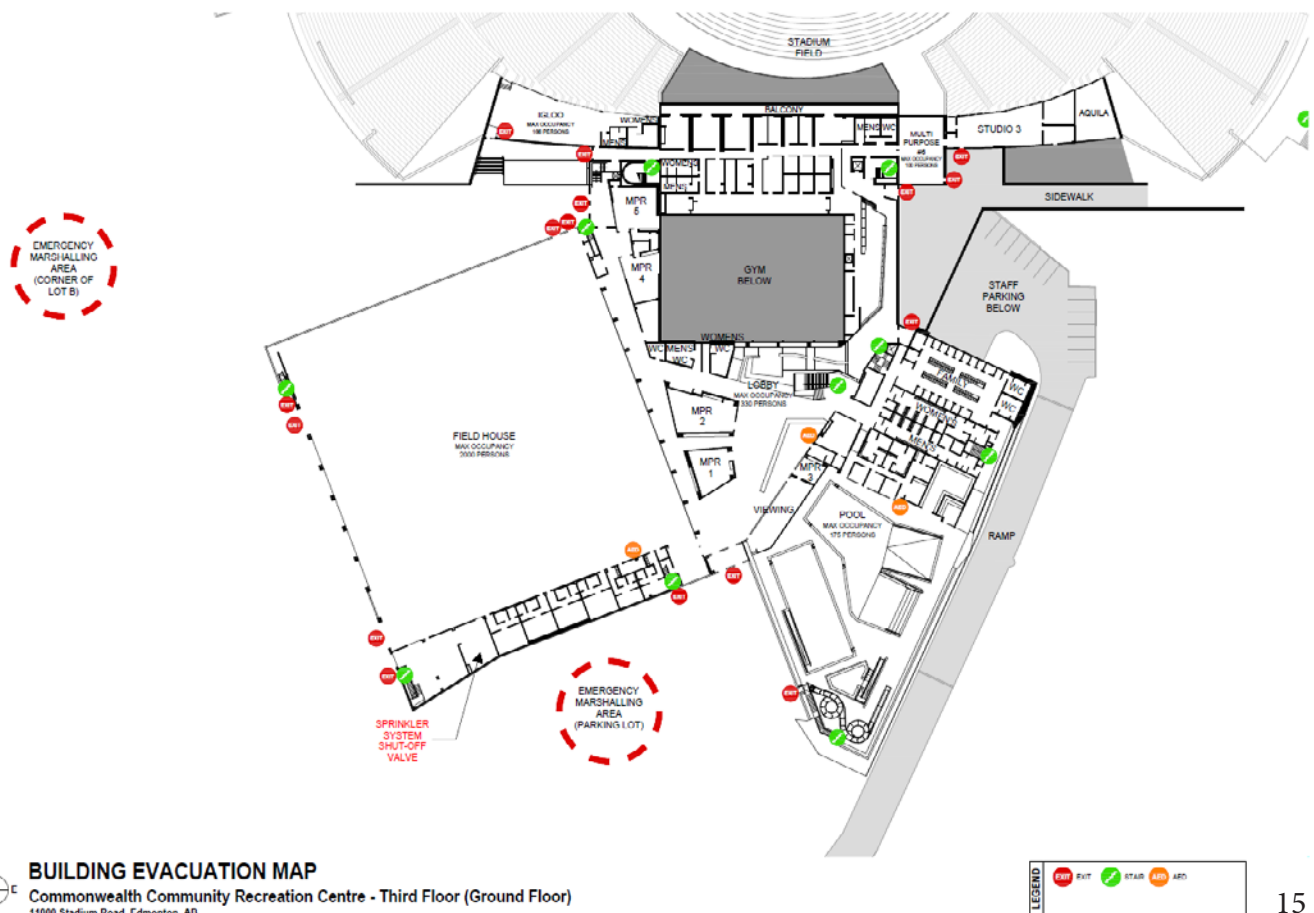
If someone is hurt or in danger, do not hesitate - **CALL 911!**

If you have a non-emergency safety concern, please find a Commonwealth staff member, a REACH volunteer, or contact Debra Jakubec, Event Coordinator, at **780-975-6175**.

We will also have a staff available at the information table at the front of the room.

How does Commonwealth deal with emergencies and evacuations?

Should there be a need to evacuate the stadium for any reason a message will be played on the PA system informing all how to proceed. Security, ushers and EPS will work to make certain that everyone remains safe and makes their way to the designated areas depending on the severity of the emergency. Spectators will be called back into the stadium (seating) once the emergency has been resolved with the aid of PA announcement.



List of Exhibitors by Sector

Sector organization may change without notice from now until the event.

A detailed floor plan will be sent to exhibitors closer to the event with specific table assignments. For questions and concerns about placement, please contact Rie Nakai, Exhibitor Coordinator, at rie.naka@reachedmonton.ca

Counselling and Support

The Today Centre
Sexual Assault Centre of Edmonton (SACE)
Embody Her
HERizon Healing Society
Mental Health Copilots
Canadian Mental Health Association - Edmonton Region
Eating Disorders Support Network of Alberta
Cornerstone Counselling
Momentum Counselling
Divine Light Studio

Addiction & Recovery

The Salvation Army Edmonton Centre of Hope
AHS Opioid Dependency and Enhanced Addiction Clinic
George Spady Society

Health and Wellness

Alberta Indigenous Virtual Care Clinic
Manaciso (Healing with Horses)
Health for Two
Schizophrenia Society of Alberta

2SLGBTQIA+

Pride Centre of Edmonton
Fyrefly Institute for Gender and Sexual Diversity
Alberta 2SLGBTQIA+ Chamber of Commerce

Disability Support

Cerebral Palsy Alberta
Edmonton Down Syndrome Society
Centre for Autism Services Alberta
Selections Career Support Services
EmployAbilities
Voice of Albertans with Disabilities
Diffabilities Inc.
Autism Edmonton

Seniors' Support

ElderCare Edmonton
South East Edmonton Seniors Association
Sage Seniors Association

Newcomer and Immigrant Support

Alliance Jeunesse-Famille de l'Alberta Society (AJFAS)
ASSIST Community Services Centre
Newcomer Centre
Indo-Canadian Women's Association of Edmonton
Out of School Time Collaborative
BGCBigs
AFRICA CENTRE
Jewish Family Services Edmonton
FOCAS Canada: Foundation for Oromian Culture
Education and Arts Services
Edmonton Immigrant Services Association
Alberta Immigrant Women & Children Centre

Community Development

Neighbourhood Empowerment Team
HELP
Hope Mission
Boyle Street Community Services
24/7 Crisis Diversion
Crime and Trauma-Informed Support Services
Boyle McCauley News
Edmonton Chamber of Voluntary Organizations
Edmonton Federation of Community Leagues
Edmonton Neighbourhood Watch
City of Edmonton

Indigenous

Esquao, IAAW
Indigenous Congress of Alberta Association
Creating Hope Society of Alberta
Native Counselling Services of Alberta

Housing

Habitat for Humanity Edmonton
Civida
NiGiNan Housing Ventures

Community Safety

StopHateAB
ACT Alberta
CEASE
ALERT
REACH Edmonton

List of Exhibitors by Sector (cont'd)

Family and Children

Caregivers Alberta
Elizabeth Fry Society of Northern Alberta
Zebra Child & Youth Advocacy Centre
The Family Centre
Red Road Indigenous West Pte Oyate Family Resource Network
Ben Calf Robe Society
Safe Families Canada | Edmonton
Candora
Amity House
North Central Edmonton Family Resource Network
Family Futures Resource Network
Norwood Child and Family Resource Centre
e4c Head Start and Early Learning Services

Community Support

JustServe
FoodUpcycling Engagement Centre
Edmonton's Food Bank
United Way Alberta
Edmonton John Howard Society
We Togethert Strong
Edmonton Public Library
The Mustard Seed
Free Play & Basketball
Powerful Play Experiences
Action for Healthy Communities Society of Alberta

Legal and Advocacy

Legal Aid Alberta
Edmonton Community Legal Centre
John Humphrey Centre for Peace and Human Rights

Education and Training

ERIEC
Prospect Human Services
Canadian Parents for French Alberta & NWT
University of Calgary, Faculty of Social Work
Project Adult Literacy Society
Bredin Centre for Career Advancement
CCI-LEX
Wellness Works Canada
NorQuest College
Alberta Indigenous Construction Career Centre, NorQuest
MCG Career Inc
Learn Peace Canada
Clinic Emergency Prep
Roots of Empathy
Community Service-Learning - University of Alberta
Women Building Futures
Resource Showcase table

Youth Services

Youth Unlimited Edmonton
YMCA of Northern Alberta Youth Programs
Kickstand
YOU CAN Youth Services

Businesses

Communal Arts
Mint Health + Drugs Church Street

Important Contacts

Exhibitor and Workshop Coordinator

Rie Nakai

REACH Edmonton

Email: rie.nakai@reachedmonton.ca

Event Coordinator - Meals, Equipment, Event Monitoring

Debra Jakubec

REACH Edmonton

debra.jakubec@reachedmonton.ca

Volunteer Coordinator

Jasmin Rivas

REACH Edmonton - YEG Ambassadors

jasmin.rivas@reachedmonton.ca

Social Media and Photography Coordinator

Blue Cunningham

REACH Edmonton

blue.cunningham@reachedmonton.ca

Media Enquiries

Marilyn Gray

REACH Edmonton

marilyn.gray@reachedmonton.ca

Planning Committee Members

We would like to share our warmest gratitude with the Resource Connect 2024 Event Committee Members who helped plan the event:

Kelly Holland
Community Engagement Manager
REACH Edmonton

Janelle Pozerniuk
Certified Grief Recovery Specialist
Intentional Connections Wellness

Yang Zhang (Amanda)
Communication Coordinator
Edmonton Immigrant Services Association

Lori Gilson
Family Violence Prevention Team Lead
Edmonton John Howard Society

Deborah Harmacy
Freelance Event Coordinator & Virtual Assistant