



# CSLC-CCLÉ 2023

A STEP-BY-STEP GUIDE TO GETTING CONFERENCE READY

**Harbouring Leadership - Havrer le Leadership**  
**Destination: Saint John, NB**

**Updated: April 2023**



Canadian Student Leadership Association  
Association canadienne de leadership étudiant



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Welcome to the CSLC-CCLÉ 2023 Registration and Conference Guide. We are excited to welcome you and your student leaders to Saint John, New Brunswick for our first in-person CSLC since 2019!

CSLC will look a bit different this year as we make adjustments to suit the needs of both our organizing committee and our member schools across Canada.

We ask that you take time to read through this guide and make use of these resources to support you in the registration process, trip approval process and travel planning! If you have any questions, please reach out to Maddie for support with all things CSLC!



## CSLC-CCLÉ Registration Contact

Maddie Campbell

Executive Director – CSLA

[mcampbell@studentleadership.ca](mailto:mcampbell@studentleadership.ca)

519.404.0933

# Supporting Your Student Leaders

A Letter to Administrators from the Canadian Student Leadership Association

Dear Principal & School Administration Team,

I am writing to you to express the value of providing students with the opportunity to attend the Canadian Student Leadership Conference. This conference provides a unique opportunity to enhance their teamwork, collaboration, communication, and problem solving skills while also developing their appreciation for Canadian heritage and understanding of the importance and value of diverse communities.

The Canadian Student Leadership Conference is designed to have a positive impact on the school culture by providing students with the tools to lead their peers. Through this experience, students gain the knowledge and skills to become effective community leaders in their own schools. They become more aware of the importance of inclusivity, diversity, and connection within their communities.

The Canadian Student Leadership Conference is the perfect opportunity for students to develop these essential leadership skills and gain a better understanding of their role in society. By attending the conference, students have the chance to learn from experienced professionals, incredible Canadian keynote speakers, and their peers in a safe and engaging environment.

At CSLC 2023, educators will also receive dedicated professional development in the area of student leadership, student supports, school culture and community, and professional leadership. These educators have a lasting impact on the students in your school, and have the ability to impact more and more young leaders every year.

I believe that this conference would be an invaluable experience for students and the educators in your school community, as it will provide them with the opportunity to develop critical leadership skills. As a former CSLC student delegate myself, I know that this opportunity has the ability to help youth leaders spring forward in their dedication to creating lasting positive impact in their community. I hope that you will consider supporting students and educators in their desire to attend this conference and benefit from the unique experience it provides.

Sincerely,



Madison Campbell  
Executive Director  
Canadian Student Leadership Association



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# Registration Timeline & Details

## Registration for CSLC 2023 opens on March 9, 2023 at 10am ET for member schools

Non-member school registration will open on March 16th, 2023 at 10am ET

Initial Registration will be **1 advisor and 3 students/school**, across approximately 165 schools. Additional delegates will be placed on the waitlist.

Cost to attend CSLC 2023 is **\$350/delegate**, plus the \$90 CSLA membership fee for the 2023-2024 school year.

Payment methods include e-transfer/direct deposit, cheque, and credit card. Credit card payments will be subject to a 4% processing fee.

**Payments for CSLC 2023 are due on May 15th.**  
**Any unpaid accounts after that time will have their registration cancelled and we will move to the waitlist.**

Any cancellations after the payment deadline (May 15th) will be subject to a cancellation fee:

- Cancellation before June 15th - full refund minus \$100/delegate cancelled
- Cancellation after June 15th - no refund
- Delegates may be swapped for another individual from the same school or school district
- Cancellations due to medical reasons after the June 15th deadline will receive a full refund minus \$100 administration fee with a doctors note

**\$350/  
person**

**1 advisor +  
3 students**

**Payments  
due  
May 15,  
2023**



## Registration Opens

March 9th, 2023 at 10am ET

[conferences.studentleadership.ca](https://conferences.studentleadership.ca)

# Travel and Accommodation

There will be no billet accommodations available at CSLC 2023 in Saint John, NB. Due to the current state of schools following heightened periods of the Covid-19 pandemic, it will be the responsibility of the school to arrange and pay for their accommodations at CSLC 2023.

To make this process as simple as possible, CSLC 2023 has secured room blocks at 6 Saint John hotels for our delegates. We have also secured discounts for travel, and a subsidy program funded by the Government of Canada to offset these additional costs. The CSLC 2023 committee has also lowered the regular registration rate to help support these added expenses.

## Hotels

Hilton Saint John – Code: STUD23

**RESERVE NOW**

Holiday Inn and Suites Saint John

**RESERVE NOW**

Chateau Saint John

**(506) 644-4444**

Chipman Hill Suites

**(506) 693-1171**

Best Western Saint John

**(506) 657-9966**

For hotels booking by phone, mention you are part of the Canadian Student Leadership Conference for group rate  
Please do not reserve more rooms than necessary

If you are looking for additional advisor/school contacts to share rooms between delegates, we will assist with these arrangements after April 1st



## AIR CANADA

**Air Canada is the official travel partner of  
CSLC 2023. Receive 10% off a standard fare to  
Saint John, NB (YSJ) with code: FJDNX3W1**

Discount applies to Standard Economy fares or higher.  
Basic Economy fares are not eligible for discount.

Discounts will apply to trips booked 7 days pre/post event dates as well.

Discount promo code may only be used on bookings made on [www.aircanada.com](http://www.aircanada.com)

Some restrictions apply

Travelers enter the promo code in the “add promotion code” field below the origin and destination.

Discount cannot be applied after the booking is confirmed and paid so is important the code is entered at the beginning of the booking process.

# Travel and Accommodation Subsidy Program

A Travel Subsidy Program will be made available post conference through funding from the Government of Canada – Department of Canadian Heritage Youth Forums Program. This year, this funding will also include dollars to offset youth accommodation. The exact amount of subsidy will not be known until after CSLC, but we have provided a cost estimate here based on travel from the furthest province (British Columbia) for you:

## Before Subsidy:

Registration: \$350  
Travel from YVR: \$ 1066  
Accommodation Cost: \$252

Total Student Cost to Attend: \$1668

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## \*Estimate After Subsidy:

Registration: \$350  
Travel Amount with Subsidy: \$ 350  
Accommodation Cost with Subsidy: \$150

**Total Student Cost to Attend: \$850**

\*estimated amounts based on travel cost analysis, hotel rates in Saint John, not a guaranteed amount\*

**Estimated Savings  
with Travel Subsidy  
and Air Canada  
Discount:**

**50%**

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## To apply for the travel subsidy program, please ensure the following:

1. Keep all travel and accommodation receipts and submit in-person at CSLC
2. Complete required travel subsidy registration form (available at CSLC)
3. Ensure your travel and accommodations are booked at the best possible rate – we will not fund high-fare travel (ex. business/first class/etc). Please book standard/economy/flex fares for air travel, and conference rates for hotel stays.

## Please note:

**Only youth/student travel and accommodations are subsidized**

The goal of the program is to equalize the cost of travel and hotel accommodation to make the program as accessible as possible

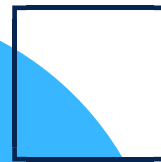
# Registration Checklist

Complete these items before your step away for summer!



**Register all  
delegates  
online at**

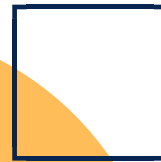
[conferences.studentleadership.ca](https://conferences.studentleadership.ca)



**Book your  
accommodations  
at a CSLC 2023  
hotel or other  
location & make  
your travel  
arrangements**



**Pay your CSLC  
2023  
Registration  
Fees by May 15,  
2023**



**Submit all  
delegate  
information and  
travel plans  
online at**

[conferences.studentleadership.ca](https://conferences.studentleadership.ca)



**Keep up to date with all things CSLC 2023**

[www.studentleadership.ca/cslc](https://www.studentleadership.ca/cslc)

Instagram: @cslc2023

@canadianstudentleaders



# Schedule of Events

## October 11-14, 2023



Wednesday, October 11th			Thursday, October 12		
Time (AST)	Students	Advisors	Time (AST)	Students	Advisors
1:00pm-4:00pm	Delegates Arrive via Flight/Bus/Etc		7:00am-8:30am	Travel To SJHS Breakfast (SJHS)	
			8:30am - 9:30am	Spirit Groups (Various Classrooms)	NAC Meeting
			9:30am - 11:00am	Grab and Go Snacks for Morning	Advisor Information Session + Leadership Opportunities
			11:00am - 11:15am	Morning Energizer Keynote 2: TBA (SJHS Theatre)	
			11:15am-12:15pm	Transition Time to Workshops	
4:00pm-5:30pm	Registration School Photos Trade Show (Delta Hotel, Saint John)		12:15pm-1:30pm	Workshop 1 (Various Locations - SJHS)	Advisor Presentation
				Lunch (Various Locations)	
			1:30pm-2:00pm	Spirit Group Check In (Various Locations - SJHS)	
			2:00pm-2:15pm	Travel Time to Workshops Grab and Go Afternoon Snack	60 in 60
5:30pm-6:00pm	Hotel Check In (Various Locations)		2:15pm-3:15pm	Workshop 2 (Various Locations - SJHS)	
			3:15pm-3:30pm	Transition Time to Workshops	
			3:30pm-4:30pm	Workshop 3 (Various Locations - SJHS)	Advisor Workshops
6:00pm-6:30pm	Uptown Exploration Dinner with Own School Group		4:30pm-6:00pm	Free Time - Uptown Exploration School Group Meeting Time	
6:30pm-8:00pm	Travel Time to Saint John High School		6:00pm-6:30pm	Transition Time to Dinner (Location TBD)	
8:00pm-9:30pm	Provincial/Territorial Rooms		6:30pm-8:00pm		Fun Fest
9:30pm-10:00pm	Opening Ceremonies Opening Keynote: TBA (Saint John High School - Theatre)		8:00pm - 9:30pm	Student Social/Entertainment	Advisor Social
11:00pm-11:15pm	Spirit Groups (Various Classrooms)	Advisor Meeting (SJHS Library)	9:30pm-10:15pm	Return to Hotel	
	Return to Hotels		11:00pm-11:15pm	Lights Out	



# Schedule of Events

## October 11-14, 2023



Friday, October 13			Saturday, October 14		
Time (AST)	Students	Advisors	Time (AST)	Students	Advisors
7:00am-8:30am	Travel To SJHS Breakfast (SJHS)		7:30am-9:00am	Travel To SJHS Breakfast (SJHS)	
8:30am - 9:30am	Spirit Groups (Various Classrooms) Grab and Go Snacks for Morning	Advisor Meeting Advisor Morning Session/Workshop	9:00am-10:30am	Hotel Check Out if leaving Saturday  Morning Energizer Keynote 4: (SJHS Theatre)	
9:30am-10:00am	Morning Energizer Cultural Moments (SJHS Theatre)		10:30am-10:45am	Transition Time to Workshops	
10:00am-10:15am	Transition Time to Workshops		10:45am-11:45am	Workshop 5 (Various Locations)	Advisor Workshop CSLA Resources + State of CSLA
10:15am-11:15am	Meet the Maestros Student Session	Meet the Maestros Advisor Session	11:45am-12:45pm	Lunch	
11:15am-11:30am	Transition Time to Workshops Grab and Go Snacks		12:45pm-1:30pm	Spirit Groups Complete Conference Surveys	Advisor Survey Time
11:30am-12:30pm	Workshop 4 (Various Locations - SJHS)	AGM Lunch	1:30pm - 2:30pm	Closing Ceremonies CSLA Awards & Celebrations	
12:30pm-2:00pm	Lunch		2:30pm - onwards	Provincial/Territorial/School Activities - planned on own	
2:00pm - 3:15pm	Keynote 3: TBA (SJHS Theatre)				
3:15pm-3:45pm	Groups - Final Prep for Community Se (Various Classrooms) Grab and Go Snacks	Advisor Free Time Support Community Service Prep			
3:45pm - 4:30pm			Travel Time to Community Service Project		
4:30pm - 6:30pm			Community Service Project Group Photo (location TBD)		
6:30pm - 8:00pm	Dinner				
8:00pm - 10:00pm	Student Social	Advisor Social			
10:00pm-10:45pm	Return to Hotel				
11:00pm-11:15pm	Lights Out				

# Insurance, Safety and Security

## Insurance

The Canadian Student Leadership Association holds a \$2 million general liability insurance policy to support the safety of our team and program participants. If you require a copy of this policy, please contact Maddie Campbell.

## Emergency Procedures

Each conference location, including Saint John High School and the Delta hotel, will have emergency procedures in place to support the safety of student delegates. Our youth spirit leaders will also undergo training of these protocols and procedures to help keep their peers safe during the program. Emergency contacts will be determined on site and information will be provided to conference participants.

## Code of Conduct

Every student, advisor, volunteer and committee member of the Canadian Student Leadership Conference will sign and submit a code of conduct. This code of conduct will outline conference rules, expectations and information that will help ensure an enjoyable experience for all delegates. These code of conducts will be available shortly – but to summarize – if it is a school rule, it is a conference rule.

## Our Commitment to Safety

The CSLC 2023 will act at every step with the safety of student leaders and their advisors in mind. If the conference committee deems anything unsafe to delegates, action will be taken immediately. Any infractions of the conference delegate code of conduct will be subject to that delegate being immediately removed from the program and sent home at their own cost.

### Questions?

Please contact Maddie Campbell  
[mcampbell@studentleadership.ca](mailto:mcampbell@studentleadership.ca)

# CSLC 2023 Emergency Protocol

Subject to change

## Emergency Protocol

Advisors, it is important to have emergency protocols in place in case of any unexpected events. Here are some tips to help ensure the safety of everyone involved:

1. Create a detailed itinerary of the trip that includes contact information for all staff members and participants.
2. Designate a primary contact person in charge of the trip and provide their contact information to all participants.
  - a. CSLC 2023 Emergency Staff Contacts will be available upon registration check-in
3. Have a plan in place for what to do in case of an emergency. This should include a list of emergency numbers such as the police and hospitals.
  - a. CSLC 2023 to provide this information on site
4. Have a way to check-in with all participants throughout the day and give a report to the primary contact person.
5. Make sure all participants are well aware of any safety protocols and know what to do in case of an emergency.
6. Have an emergency medical kit on hand with all necessary items in case of an injury or illness.
  - a. CSLC 2023 will have physical and mental health first-aid on site at all conference sites
7. Establish a curfew for the evening and make sure all participants are aware of it.
  - a. 11pm lights out nightly unless otherwise indicated

By following these tips, you can ensure that your travel experience is as safe and enjoyable as possible.

Additional on-site procedures will be shared and reviewed upon arrival at CSLC 2023.

### Questions?

Please contact Maddie Campbell  
[mcampbell@studentleadership.ca](mailto:mcampbell@studentleadership.ca)