

Authentic Leadership in Action Summer Institute

June 22 – 28, 2008

Halifax, Nova Scotia, Canada

BULLETIN: What You Need to Know Before Arriving

Your goals

The Authentic Leadership journey begins before we converge in Halifax, and it continues long after. We invite you to begin focusing your intention and current leadership questions now. What challenges are you bringing? What skills and capacities do you want to develop? What connections are you looking for? What are you ready to offer? What is the yet-unarticulated question at the leading edge of your work?

Introducing yourself

We invite you to email us a brief introduction (max. 100 words) **no later than May 30th** describing your work, what draws you to the Authentic Leadership program, and your current leadership challenges and questions, along with a high-resolution digital photo of yourself. This introduction will be included in the Community Directory that will be available at registration. (Note: we reserve the right to edit for space.)

Send your introduction in the body of an email with photo inserted or attached (not embedded in a Word doc) to margueritesands@eastlink.ca with the subject as SI Summer Program. Please label the photo with your first and last name.

If you choose not to send an introduction and photo, we will simply list your name and contact information in the community directory. If your contact information has changed since you registered, please send updates to registration@shambhalainstitute.org.

Creative Process Sessions

A list of workshop options will soon be posted on the website, so that you can begin to consider which track you will sign up for when you arrive. Each track will include two 90-minute sessions, on Tuesday and Thursday afternoon.

Where you'll be

The program will take place at Mount Saint Vincent University (MSVU), located on the Bedford Highway about 10 minutes outside Halifax and about a 25-minute drive from Halifax International airport. The dining hall, plenary hall, and program office are in the Rosaria Student Centre. Modules will take place in buildings nearby. The campus is on a hillside overlooking the Bedford Basin. Please come prepared for all kinds of weather, and for walking up and down hills.

Accommodations

If you plan to stay on-site and have not already arranged your accommodations, send an email to MSVU at reservations@msvu.ca. Please note that accommodations are comfortable but simple (bedding and towels are provided); however, you might wish to bring a travel mug and/or water bottle along with a thicker towel and any other transportable comforts from home.

For off-site accommodations in hotels, B&Bs, motels, etc. (generally a 10-15 minute cab-ride or drive), check the links on the Halifax Information site at <http://www.halifaxinfo.com/accommodations.php?getSearch>

Travel

Halifax Stanfield International Airport is a direct flight from the connecting hubs of Boston, Newark, New York (JFK), Detroit, Ottawa, Toronto, Montreal, and London. **Passports are required for international travel**, including from the United States.

How to get to the program site

From Halifax Airport: Buses, limos, or share-a-cab services to downtown Halifax are all available at the airport. A regular taxi or limo from the airport to the campus is CAD \$53; The Airporter bus (\$18 or \$36 round-trip) will take you to the hotels in downtown Halifax (www.airporter.biz), and from there you can take a taxi (\$10-15) to Mount Saint Vincent University.

Share-a-Cab: Call Sunshine Share-a-Cab (1-800-565-8669 in North America, or 902-429-5555 outside North America), to reserve a taxi, preferably at least 48 hours in advance. Tell them you are with the Authentic Leadership Program. Rates are as follows: before 8pm: 1 person \$28 (\$26 return), 2 people traveling together \$38 total (be sure to book together), 3 and 4 people, \$50 total (again, be sure to book together). For flights arriving after 8pm, rate for 1 person is \$45. Call for rate details if you need further information. **NOTE: If you have to cancel your reservation (arrival or departure), please be sure to call them in advance.**

By car: You probably won't need a car during the week, but if you are driving your own or a rented car, directions follow. **Parking passes will be available at registration.**

Driving from Halifax International Airport (about 25 minutes). Take Highway #102 South to Halifax. Continue on Highway #102 until Exit 2. Go east at Exit 2 (Kearney Lake Road) towards the Bedford Highway #2 (road makes a left at one point). Go south (right) on the Bedford Highway. The MSVU Campus is located on the west side of the Highway (on your right) opposite the Bedford Basin. Turn right on Seton Road and park in the lot below the Rosaria Student Centre.

Driving from downtown Halifax. From Barrington Street, proceed north, following signs for the Bedford Highway #2 (heading to Bedford). Continue north on the Bedford Highway. The MSVU Campus is located on the west side of the Highway (on your left), about a 10-minute drive from downtown Halifax. Turn left on Seton Road and park in the lot below the Rosaria Student Centre.

When to arrive

The program begins with dinner (6:00 pm) and a welcoming address and reception on Sunday, June 22. Be sure to allow time for final on-site registration on that day. Program events begin the following morning, at 8:15 am (breakfast at 7:00).

What to do first

If you are staying on-site at either the Westwood or Birches residences, **check-in** times are between 8:00am and 11:00pm at Westwood (a long green building at the top of the hill on your right). Before or after those times, you will need to check in at Assisi Hall (24-hour service), to pick up your key (have your cab wait, then drive up the hill to Westwood or The Birches). Parking is included with on-site accommodations.

If you are staying off-site and arriving by taxi, ask to be dropped off at the Rosaria Student Centre. If you are driving, there is ample parking in the lots below the Rosaria building.

Next, proceed to **on-site registration**, which is in the lower-level lobby of the Rosaria Student Centre. Registration will be available on June 22, from 10:00am–10:00pm. At registration, you will pick up your nametag and Program Guide, which includes a directory of participants, a site map, event times and locations, and other useful information. You will need your nametag to enter all program events.

The program office, Room 105, is located just down the hall from the registration area. Office hours will generally be from 8:00am to 6:00pm. A schedule will be posted.

Meals for early arrivals and late departures

Meal service is limited before and after the program. Breakfast and lunch can be purchased on-site at the Rosaria dining hall and the Seton Academic Centre cafeteria starting Saturday June 21 (program meals begin on June 22 with dinner at 6pm). June 28 is departure day, and a full breakfast will be available in the dining hall. After that, food service is again limited. Public transportation is available to downtown restaurants. Please note that there are no restaurants within walking distance to MSVU.

On-site phones & contact information

Public telephones are located in Rosaria, Seton, Assisi, and the Westwood Residence. Phone jacks in dorm rooms will not be connected. Only the apartments will have a phone in the kitchen. Long distance calls may be made with calling cards or credit cards that can be purchased on-site.

Program Telephone Numbers & email contact

902 425 0492 (Tel), 902 425 2415 (Fax)

Incoming messages and faxes will be forwarded from the Shambhala Institute's home office to the MSVU on-site office. Messages will be posted on a participant message board outside the main meeting hall. In an emergency, we will find you.

Email: info@shambhalainstitute.org

Staying fit

The campus fitness centre is located on the lower level of the Rosaria Student Centre. Summer hours will be posted. Dorm residents may use the facility free of charge by showing their room key. Walking and running trails are also available on site.

Connectivity

Internet access is available in both the Westwood and Birches residences as well as other locations around campus. Please bring your own Ethernet (RJ-45) cable. Wireless ("wi-fi") capability is supported in the Rosaria building and parts of the Seton Academic Centre. In addition, the university has three computer labs which are open to program participants. A username and password will be provided in your registration packet along with a schedule for the computer labs.

Generally, the university system will automatically assign your computer an IP address when you connect (you must ensure that your network settings allow for that). Support for connectivity will be available Monday–Friday 8:30–4:00 at the Computer Services Help Desk in the Library (457 6538).

Open evening

On Wednesday, June 25, program events end at 3:00 pm. There will be no dinner served on site that evening. Shuttle buses to downtown Halifax will be available. We will contact you to let you know when registration is open for the following excursions:

Kayaking. A sea kayaking excursion with barbecue will be available through East Coast Outfitters. Space is limited.

Tea Ceremony. A Japanese tea ceremony, talk and discussion will take place in a traditional tea house built within the local Shambhala meditation centre. Space is limited. A shuttle bus will be provided to the centre, which is within walking distance of downtown.

Postal or courier address

Mount St. Vincent University
166 Bedford Highway
Halifax, Nova Scotia B3M 2J6

Attn: Shambhala Institute Office
c/o Assisi Hall
Tel: 902 457 6788 (Assisi Hall)

What to wear

There is no dress code, but many participants choose business casual. You are invited to dress up for the final banquet.

In June, Halifax tends to be breezy with moderate temperatures around 21 degrees C (70 degrees F) with occasional rainfall. The temperature fluctuates daily, so layers are recommended. You may need a sweater or light jacket for the evenings.

Wear comfortable, loose-fitting clothes for your creative process session. Be sure to bring good walking shoes, to navigate the fairly steep hills between buildings. You may also want to take advantage of the wooded walking trails behind the campus.

When to depart

The program ends with the closing banquet on the evening of Friday, June 27. Breakfast is provided on the morning of June 28.

Check-out time from the residences is 11:00 am. After checking out of your room, take your key back to the front desk at the Westwood residence.

If you are planning to stay in Nova Scotia after the program, more information is available www.explorenovascotia.com

Questions?

Send an email to info@shambhalainstitute.org or call us at 902 425 0492.

We look forward to seeing you at the program!