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***This document may be updated at a future date. We invite you to bookmark this link so that you have convenient access to this document.***

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**Please review this document thoroughly** to assess if you will require additional support while accessing the event.

We invite you to email Merideth Bisiker at [operations@artsbc.org](mailto:operations@artsbc.org) for questions and to coordinate assistance.


## Financial Accessibility

Our conference fees are designed in consideration of a wide-range of operating budgets, the value of professional development to organizations of all sizes, and the hard costs of hosting the conference. Please see the [registration page](#) for regular pricing.

Arts BC recognizes systemic barriers to professional development opportunities and invites attendees to request a discount or complimentary ticket if needed. Please email Merideth Bisiker at [operations@artsbc.org](mailto:operations@artsbc.org).

## Getting to the Venue

[Evergreen Cultural Centre](#) - 1205 Pinetree Way, Coquitlam, BC V3B 7Y3

Google Maps:  Evergreen Cultural Centre

### Parking

There are two parking lots at Evergreen (front and rear of the building). You can access the parking lots by travelling north on Pinetree Way and entering on the right after the intersection at Guildford Way.

### Paid Parking

- The Centre's parking lots are owned and operated by the City of Coquitlam.
- **Paid parking is in effect Monday to Saturday, 8am – 6pm.**
- The **fee is \$1.00/hour.**
- You can pay using the [Flowbird](#) app.

## Additional Parking

There is an additional City parking lot located at the south-east corner of Pinetree and Guildford, across the street from the Centre's electronic sign. Paid parking is in effect, and parking is free after 6pm.

## Accessible Parking Spaces

- Three accessible parking spaces are located right in front of the building with access to the ramp.
- **There is no dedicated accessible parking at the back of the building.**
- If you require designated parking or require assistance with parking and entering the building, please contact Merideth at [operations@artsbc.org](mailto:operations@artsbc.org) for questions and to coordinate assistance.







## Venue Accessibility

**Green lines** are completely flat walkways around the exterior of the building. There are no random steps up or down inside or outside the building.

**Orange lines** are ramp access. These have recently been assessed by Elections Canada and meet the correct grade for wheelchair accessibility.

The Conference will be held in the three rooms shaded in red: The Main Stage Theatre, Studio B and Studio A.


**See the next page for a map of the venue.**

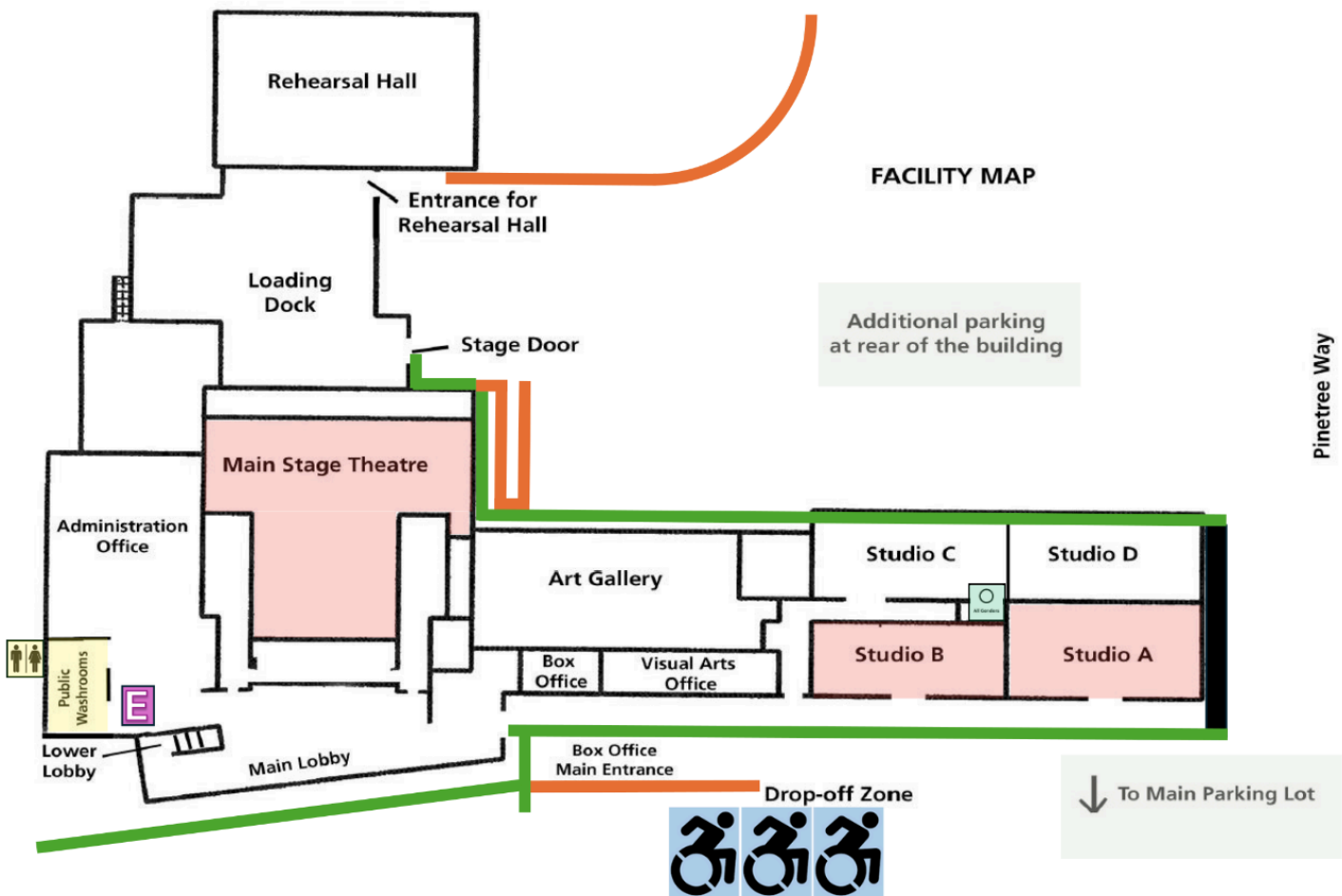
-  ramp access
-  flat walkways outside of the building
-  gendered washrooms
-  elevator
-  skytrain
-  parking

**DIRECTIONS TO THE MAIN STAGE THEATRE, STUDIO A/B**

- Main Stage Theatre: look for the Studio Theatre sign
- Studio A/B are accessed from outside of the building via the portico (covered front walkway)

**A NOTE ON WASHROOMS**

-  \*a second universal washroom is located next to the elevator in the lower lobby (not shown on map)



## Elevators

- The **lobby elevator** (indicated by the purple E at the left of the diagram) is a standard building elevator (52"x80" with a 42" door opening) that **provides access to the upper and lower lobbies** and their attached spaces such as the backstage areas.

## OTHER VENUE DETAILS (NOT ON MAP)

### Entrance Doors

There are two automated doors to the building, one located in the main lobby, and the other located in the art gallery.

### Washrooms

- There are gendered washrooms in the main lobby area.
- There is a single universal washroom in the lower lobby and a single universal washroom in the corridor between Studio A and B.

### No Smoking Policy

The Evergreen Cultural Centre is a smoke and vapor free building.

## Event Accessibility

### ASL

Unfortunately, we will not have ASL interpretation on site at this year's conference. ASL interpretation will be available for online pre and post conference events. Complimentary passes are available for attendees that choose to bring an interpreter. Please contact [operations@artsbc.org](mailto:operations@artsbc.org) for more information.

### **CART (Communication Access Realtime Translation)**

CART will be offered throughout the Conference as needed on an individual basis using an automated transcription AI. Please email Merideth at [operations@artsbc.org](mailto:operations@artsbc.org) for questions and to coordinate assistance by September 15th, and they will work with you to meet your needs.

### **For Blind and Partially Sighted Folks**

We are able to provide a complimentary pass for a companion, image descriptions and meet other needs for blind and partially sighted attendees. Please email Merideth at [operations@artsbc.org](mailto:operations@artsbc.org) for questions and to coordinate assistance by September 15th, and they will work with you to meet your needs.

### **Moving, Stimming, Making Noise**

As part of our introductory notes during the conference, we will remind everyone in attendance that you are free to move around, use the washroom, leave and come back at any time.

In addition, this is a space where we want to create safety for folks who experience involuntary movement and noise making. **Our staff and volunteers will not ask you to stay quiet or still. We will ask that attendees do not ask that of anyone either.**

## **Masking and Illness**

Many folks are immunocompromised or in contact with those who are. We strongly recommend that delegates wear masks at the Conference when not eating or drinking.

We will have hand sanitizer available around the venue.

With three days of programming and many people in attendance, the risk of contracting Covid and other respiratory illnesses at the Conference is higher than other activities.

### **Please stay home if you're feeling ill or have tested positive on a rapid test.**

Although we would love to see you, we need to work together to create a space that is safer for everyone, especially those who are immunocompromised. We are able to provide refunds and recordings of select sessions. Please email Merideth Bisiker at [operations@artsbc.org](mailto:operations@artsbc.org) if you have any questions or if you're experiencing illness.

# Personal Space

**Please respect individual personal space comfort levels.**

At the registration desk we will provide you with a small sticker to put on your name badge to indicate your level of comfort with personal contact.

You may update your sticker colour at any time throughout the conference. If you cannot find any stickers, please find an Arts BC team member who will be happy to help you.

**Green** = Ready for contact with consent (e.g. hugging)

**Yellow** = Ask before getting too close

**Red** = Maintain distance

# Food and Drinks

- A light breakfast and full lunch (e.g. sandwich and side) will be provided. Please let us know of your dietary restrictions in the registration form so we can accommodate your needs.
- Water, coffee and tea will be available.
- The Centre will also provide a concession where you will be able to purchase additional beverages. There are also cafés and restaurants located near the Centre where you can purchase beverages and snacks.

# Scents

**We ask that folks refrain from wearing perfumes, cologne or other strongly-scented chemical and natural products.**

However, **we are not able to guarantee a scent free event**, some folks may not be able to swiftly replace scented products, may need to use culturally significant scented products, or feel societal pressure to mask body odor, etc.

# Livestream and Recordings

There will be no livestream of the Conference as we do not have the organizational capacity or budget to do so at this time.

We may record some sessions; however, we have not confirmed this detail yet. Please stay tuned for more information on recordings through our newsletters.