

## Airport Arrival

### Generic Domestic Arrivals

#### YYC Domestic Arrivals

<b>Location</b>	YYC Domestic Arrivals			
<b>Event Contacts</b>	<b>Name</b> Michelle Tetreault Michael Schilling Ambassador Limo Service YYC Protocol	<b>Role</b> VIP/Protocol VIP/Protocol Transport VIP/Protocol	<b>Cell</b> (403) 519-8651 (867) 223-2747 (403) 299-4910	<b>Email</b> <a href="mailto:michelle@wpccanada.com">michelle@wpccanada.com</a> <a href="mailto:michael@wpccanada.com">michael@wpccanada.com</a> <a href="mailto:reservations@chkr.net">reservations@chkr.net</a>
<b>Set Up</b>	Delegate Welcome Desk – Arrivals Hall located at XXX VIP Welcome Room in Arrivals Hall near Door 12 GoA room to be set up with Canada/Alberta/City of Calgary Flags/lounge chairs Premier, Minister Jean, Minister Shulz, Calgary MLA's to greet delegations			
<b>Transportation</b>	Minister +3 to book their own transfer to hotel If Minister has not booked vehicle for Congress – WPC transportation to provide transfer			
<b>VIP Area</b>	Ministers to be invited upon arrival to VIP Welcome Room WPC airport team to greet at domestic luggage carousel to meet delegation WPC airport team to escort delegation to greeting room GoA rep to greet team Minister +3 transfer to hotel pick-up at Door 11 Washrooms located adjacent to VIP Welcome Room			

	Time	Movement	Responsible	Notes
	30 minutes prior to flight	WPC Airport LO to set up Welcome Room	Michael	
		YYCP to Greet Minister at Air Bridge	YYCP	
		YYCP to text WPC LO that Minister is on move		
		WPC LO to text Minister LO that flight has arrived	Michael	
		YYCP escort Minister to luggage area and VIP Welcome Room	YYCP	
		Minister to be greeted by XXX in VIP Welcome Room	GOA	
		WPC Airport LO to escort Minister +3 to airport transfer	YYCP	
		Transfer to hotel		
		WPC Airport LO to Text Minister LO that Minister is en route	Michael	
	30 minutes prior to arrival	LO to be in position at hotel	LO	
		LO to greet Minister +3 Provide Minister with Registration Package	LO	

	VIP
	Media
	Program
	Transport
	YYCP/Security
	GAC

# Airport Arrival

## Generic International Arrivals

### YYC International Arrivals

<b>Location</b>	YYC International Arrivals			
<b>Event Contacts</b>	<b>Name</b> Michelle Tetreault Michael Schilling Ambassador Limo Service YYC Protocol	<b>Role</b> VIP/Protocol VIP/Protocol Transport VIP/Protocol	<b>Cell</b> (403) 519-8651 (867) 223-2747 (403) 299-4910	<b>Email</b> <a href="mailto:michelle@wpccanada.com">michelle@wpccanada.com</a> <a href="mailto:michael@wpccanada.com">michael@wpccanada.com</a> <a href="mailto:reservations@chkr.net">reservations@chkr.net</a>
<b>Set Up</b>	Delegate Welcome Desk – Arrivals Hall located at XXX VIP Welcome Room in Arrivals Hall near Door 12 GoA room to be set up with Canada/Alberta/City of Calgary Flags/lounge chairs Premier, Minister Jean, Minister Shulz, Calgary MLA's to greet delegations			
<b>Transportation</b>	Minister +3 to book their own transfer to hotel If Minister has not booked vehicle for Congress – WPC transportation to provide transfer			
<b>VIP Area</b>	Ministers to be invited upon arrival to VIP Welcome Room WPC airport team to greet at domestic luggage carousel to meet delegation WPC airport team to escort delegation to greeting room GoA rep to greet team Minister +3 transfer to hotel pick-up at Door 11 Washrooms located adjacent to VIP Welcome Room			

	Time	Movement	Responsible	Notes
	30 minutes prior to flight	WPC Airport LO to set up Welcome Room	Michael	
		YYCP to Greet Minister at Air Bridge	YYCP	
		YYCP to text WPC LO that Minister is on move	YYCP	
		WPC LO to text Minister LO that flight has arrived	Michael	
		YYCP to escort Minister to border (per list from GAC)	YYCP	
		YYCP escort Minister to luggage area and VIP Welcome Room	YYCP	
		Minister to be greeted by XXX in VIP Welcome Room	GOA	
		WPC Airport LO to escort Minister +3 to airport transfer	YYCP	
		Transfer to hotel		
		WPC Airport LO to Text Minister LO that Minister is en route	Michael	
	30 minutes prior to arrival	LO to be in position at hotel	LO	
		LO to greet Minister +3 Provide Minister with Registration Package	LO	

	VIP
	Media
	Program
	Transport
	YYCP/Security
	GAC

## Mayors Reception

**Sunday, September 17**  
**Telus Convention Centre**  
**16:30 – 18:00**

<b>Location</b>	Telus Convention Centre			
<b>Event Contacts</b>	<b>Name</b> Michelle Tetreault Michael Schilling Wes Scott Rob Van Gastel	<b>Role</b> VIP/Protocol VIP/Protocol Event Worx Security	<b>Cell</b> (403) 519-8651 (867) 223-2747 XXX (403) 803-4609	<b>Email</b> <a href="mailto:michelle@wpccanada.com">michelle@wpccanada.com</a> <a href="mailto:michael@wpccanada.com">michael@wpccanada.com</a> <a href="mailto:wes@wpccanada.com">wes@wpccanada.com</a> <a href="mailto:robvg@wpccanada.com">robvg@wpccanada.com</a>
<b>Set Up</b>	Lower Level – McLeod Hall Open Bar			
<b>Transportation</b>	VIP Guests to walk to Telus Convention Center			
<b>VIP Area</b>	All guests to enter through main TCC entrance to North Building on Stephen Ave (8th Ave) Mall Enter main TTC entrance, North Building , after security screening and coat check, proceed upstairs to Plus 15 to cross over to South Building (access restricted to VIPs attending Mayors Reception) Washrooms located on First Floor, North Building, after screening or Washrooms also located outside McLeod Hall on Lower Lever, South Building			

	<b>Time</b>	<b>Movement</b>	<b>Responsible</b>	<b>Notes</b>
	1615	LO's to meet Ministers in lobby of hotel	LO	
	1630	Doors Open		
	1630	Cash Bar opens		
	1630	Entertainment		
	1700	Mayor Gondek comments		
	1745	Announcement for VIPs to depart for Opening Ceremonies	LO	Proceed back across Plus 15 to North Building
	1800	End of scenario		

	VIP/LO
	Media
	Program
	Transport

## Opening Ceremonies Dinner & Reception

**Sunday, September 17**  
**Telus Convention Centre**  
**18:30 – 21:30**

<b>Location</b>	Telus Convention Centre – North Building, Second Floor – Exhibition Hall			
<b>Event Contacts</b>	<b>Name</b> Michelle Tetreault Michael Schilling Wes Scott Rob Van Gastel	<b>Role</b> VIP/Protocol VIP/Protocol Event Worx Security	<b>Cell</b> (403) 519-8651 (867) 223-2747  (403) 803-4609	<b>Email</b> <a href="mailto:michelle@wpccanada.com">michelle@wpccanada.com</a> <a href="mailto:michael@wpccanada.com">michael@wpccanada.com</a> <a href="mailto:wes@wpccanada.com">wes@wpccanada.com</a> <a href="mailto:robvg@wpccanada.com">robvg@wpccanada.com</a>
<b>Set Up</b>	Exhibition Hall – Pre-Function Lobby Cash Bar			
<b>Transportation</b>	Ministers to walk to Telus Convention Center			
<b>VIP Area</b>	VIP to use main TCC entrance on Stephen Ave (8th Ave) Mall VIP Area Roped-Off at Front stage (Door E opens only for VIPs coming from Mayors Reception) VIP Tables Reserved by Signage on each table VIP Tables on Arrival: Wine, water & Pellegrino on Tables NO food served until after Minister Wilkinson's keynote. (Salads and Main will be served together for 10 VIP tables + plenary/CEO speaker tables) Washrooms located in Exhibition Hall mid-way along North wall			

	<b>Time</b>	<b>Movement</b>	<b>Responsible</b>	<b>Notes</b>
	1700	Doors Open in Pre-Function Lobby		
	1700	Cash Bar Opens in Pre-Function Lobby		
	1715	Doors Open to Exhibition Hall		
	1715	Alecia Aichelle Duo on Centre Stage (Vocals & Guitar)		
	1800	Justine Tyrell Duo on Centre Stage (Vocals & Guitar)		
		LO's to assist with seating guests	LO	Seating chart will be part of LO handbook and posted on mobile app to LO section
	1800	VIP Arrival	LO	
	1815	VIP's enter together through Door E from Mayors Reception Pedro Miras & Richard Masson (WPC) Minister Wilkinson Premier Smith Mayor Gondek Treaty 7 Chiefs Mr. Nasser (Dewhurst Award) HRH (next host)	LO	
	1830	Program Commences		
	1835	Land Acknowledgement National Anthem sung in Blackfoot		

	1845-1915	<ul style="list-style-type: none"> <li>Treaty 7 Welcome, Elders opening prayer, Cultural ceremony- flag raising, pipe ceremony or smudging</li> <li>Fancy or Hoop Dance - Centre stage</li> <li>Emcee thanks all Indigenous acts, acknowledges countries attending, major sponsors &amp; major VIPs</li> <li>Minister Wilkinson Speech</li> </ul>		
	1920	Minister Wilkinson Keynote		
	1930-2000	Main Course/Desert Served Variety of Canadian Entertainers		
	2030	Premier Smith Speech		
	2045	Cirque de Soleil mini performance		
	2100	Mayor Gondek Speech		
	2110	WPC Energy – New Brandd Unveiling		
	2120	WPC Closing Remarks		
	2130	Ceremonies concluded		
	2130	Reception		
	2230	Reception ends		

	VIP/LO
	Program
	Transport

## Ministerial Reception

**Monday, September 18**

**Fairmont Palliser**

**18:00 – 19:30**

<b>Location</b>	Fairmont Palliser Oval Room and Crystal Ballroom			
<b>Event Contacts</b>	<b>Name</b> Michelle Tetreault Michael Schilling Wes Scott Rob Van Gastel BJ Gebhardt	<b>Role</b> VIP/Protocol VIP/Protocol Event Worx Security WPC Function Lead	<b>Cell</b> (403) 519-8651 (867) 223-2747  (403) 803-4609 (403) 218-2000	<b>Email</b> <a href="mailto:michelle@wpccanada.com">michelle@wpccanada.com</a> <a href="mailto:michael@wpccanada.com">michael@wpccanada.com</a> <a href="mailto:wes@wpccanada.com">wes@wpccanada.com</a> <a href="mailto:robvg@wpccanada.com">robvg@wpccanada.com</a> <a href="mailto:admin@wpccanada.com">admin@wpccanada.com</a>
<b>Set Up</b>	Lobby Level – Crystal Ballroom Open Bar			
<b>Transportation</b>	VIP Guests to walk to Fairmont Palliser			
<b>VIP Area</b>	All guests to enter through main Lobby entrance, 133 Ninth Ave Washrooms located upstairs on Mezzanine Level			

	<b>Time</b>	<b>Movement</b>	<b>Responsible</b>	<b>Notes</b>
	1730	LO's to meet Ministers in hotel Lobby	LO	
	1730	Doors Open for main reception in Crystal Ballroom		
	1730	Cash Bar opens in main reception in Crystal Ballroom		
	1745	Ministers gather in Oval Room – are given white hats		
	1750	Premier Smith introduces Mayor		
	1752	Mayor Gondek welcomes Ministers and performs white hat ceremony		
	1755	Ministerial Photo Session "Family Photo" Oval Room	LO	Ministers only
	1800	Ministerial Reception Begins in Crystal Ballroom		
	1825	Sponsor Remarks from Enbridge (5 minutes)		
	1830	WPC Remarks		
	1835	Enbridge introduces Minister Boissonnault – Minister Remarks		
	1930	End of scenario	LO	

	VIP/LO
	Program
	Transport

# Canada Night

## Dinner & Rodeo

**Tuesday, September 19**  
**Nutrien Centre – Stampede**  
**Park 17:00 – 19:45**

<b>Location</b>	Nutrien Centre – Stampede Park			
<b>Event Contacts</b>	<b>Name</b> Michelle Tetreault Michael Schilling Rob Van Gastel Transport Dispatch	<b>Role</b> VIP/Protocol VIP/Protocol Security Hot Shot Vehicles	<b>Cell</b> (403) 519-8651 (867) 223-2747 (403) 803-4609 (403) 232 9031	<b>Email</b> <a href="mailto:michelle@wpccanada.com">michelle@wpccanada.com</a> <a href="mailto:michael@wpccanada.com">michael@wpccanada.com</a> <a href="mailto:robvg@wpccanada.com">robvg@wpccanada.com</a>
<b>Set Up</b>	Main Floor – Delegates Stage for magician Buffet Tables, Western Hospitality Cash Bar			
<b>Transportation</b>	Ministers with vehicles can enter through 25Ave Gates, park in Lot XXX If taking an UBER – drop off at 20 Round Up Way A WPC hot shot Vehicle to pick you up at entrance			
<b>VIP Area</b>	VIP to use Rotunda entrance and walk towards suites 3 suites set up for VIP (TBC) other two reserved for Fluor Robson Suite (100), Suite 2 (35), Jackson Suite (40), VIP to be invited to a suite VIP seating available in front of suites – seats look over bull chutes Buffet/Cash Bar set up in VIP suite Menu: beef on a bun/corn/beans Washrooms located at South West end of VIP suite area			

	<b>Time</b>	<b>Movement</b>	<b>Responsible</b>	<b>Notes</b>
	1630	Doors Open		
		LO's to meet Ministers at Rotunda Entrance or travel with them in vehicles	LO	
	1700	Buffet Opens in main hall and VIP Suites	LO	
	1715	Magician performance begins		
	1830	Rodeo program begins		
	1835	Minister Boissonnault greetings		
	1845	Mayor Jyoti Gondek greetings		
	1840	Rodeo begins		
	1930	VIP departure for Cirque de Soleil	LO	
	1930	End of scenario		

	VIP/LO
	Media
	Program
	Transport

# Canada Night

## Cirque de Soleil

**Tuesday, September 19**  
**Cirque de Soleil Tent – Stampede Park**  
**19:30 – 22:30**

<b>Location</b>	Cirque de Soleil Tent – Stampede Park			
<b>Event Contacts</b>	<b>Name</b> Michelle Tetreault Michael Schilling Rob Van Gastel Transport Dispatch	<b>Role</b> VIP/Protocol VIP/Protocol Security Hot Shot Vehicle	<b>Cell</b> (403) 519-8651 (867) 223-2747 (403) 803-4609 (403) 232 9031	<b>Email</b> <a href="mailto:michelle@wpccanada.com">michelle@wpccanada.com</a> <a href="mailto:michael@wpccanada.com">michael@wpccanada.com</a> <a href="mailto:robvg@wpccanada.com">robvg@wpccanada.com</a>
<b>Set Up</b>	Tent set up for Cirque de Soleil			
<b>Transportation</b>	Ministers with vehicles can enter through 25Ave Gates, park in Lot XXX If taking an UBER – drop off at 20 Round Up Way A WPC hot shot Vehicle to pick you up at entrance If Ministers are attending Cirque de Soleil only, must be on Stampede Grounds by 8:00 pm Once performance begins, no access available to tent			
<b>VIP Area</b>	VIP to use main entrance into Cirque de Soleil tent then follow signs for VIP section inside Washrooms located at XXX			

	<b>Time</b>	<b>Movement</b>	<b>Responsible</b>	<b>Notes</b>
	1900	Doors Open		
	2000	VIP to arrive at Cirque de Soleil Tent		
	2015	Richard Masson to bring greetings and introduce Premier		
	2020	Premier to bring greetings		
	2030	Performance begins – no entry allowed during show		
	2230	Performance ends		
	2230	End of scenario		

	VIP/LO
	Media
	Program



## Airport Departures

### Generic Scenario

#### YYC Domestic/International Departures

<b>Location</b>	YYC Airport			
<b>Event Contacts</b>	<b>Name</b> Michelle Tetreault Michael Schilling Ambassador Limo Service YYC Protocol	<b>Role</b> VIP/Protocol VIP/Protocol Transport VIP/Protocol	<b>Cell</b> (403) 519-8651 (867) 223-2747 (403) 299-4910	<b>Email</b> <a href="mailto:michelle@wpccanada.com">michelle@wpccanada.com</a> <a href="mailto:michael@wpccanada.com">michael@wpccanada.com</a> <a href="mailto:reservations@chkr.net">reservations@chkr.net</a>
<b>Set Up</b>	VIP Welcome Room in Arrivals Hall near Door 12 – volunteer room			
<b>Transportation</b>	Minister +3 to book their own transfer from hotel to airport If Minister has not rented a vehicle – WPC Transportation to provide transfer			
<b>VIP Area</b>	VIP Welcome Room – available for volunteers Washrooms located adjacent to VIP Welcome Room			

	Time	Movement	Responsible	Notes
	In advance	LO to confirm transportation has been ordered through transportation committee if Minister has not rented their own vehicle	LO	LO's should know if Min has own transportation arranged prior to arrival.
	2.5 hour prior to flt	LO to meet delegation at hotel and ensure delegation meets transfer vehicle.	LO	
		Transfer to airport	Transport	
	2 hours prior to flt	WPCP Departure team and YYCP to Greet Minister at Door 11	WPCP/YYCP	LO can texts WPCP to inform delegation is being transferred to airport
	2 hours prior	YYCP escort Minister +3 to Airline Premium check-in	YYCP	
		WPCP Departure team says farewell	WPCP	
	2 hours prior	YYCP escort M+3 to Security hand-off to GAC (on list)	GAC	
		GAC to escort Minister +3 through security	GAC	
		YYCP meet Minister after Security collect +3	YYCP	
		YYCP escort Minister +3 to AC/Aspire Lounge &/or Gate. GAC to remain with delegation	YYCP	
		GAC to remain with delegation until boarded	YYCP	
		End of Scenario	YYCP	

	VIP/LO
	WPCP airport team
	Program
	Transport
	YYCP
	GAC