

JOHN ABBOTT COLLEGE

Coordinates **Street address:** 21,275 Lakeshore Road, Sainte-Anne-de-Bellevue, Québec
Web site: www.johnabbott.qc.ca
Phone number: 1-514- 457-6610 ext. 5289
The telephone number at John Abbott College should be used FOR EMERGENCIES ONLY.
Personal calls will not be accepted. Messages will however be transmitted to the participants.
The phone will be functional from May 31st to June 27th, Monday to Friday, from 9 a.m. to 5 p.m. (Eastern Time)

Accommodation Accommodation is available from June 4th until June 27th. Participants arriving earlier than June 4th or leaving later than June 27th are responsible for their own accommodation and living expenses during those days (**unless organised by Equitas**).
Participants stay in the student residences of the College, in shared apartments. Each participant will have his/her own bedroom, and a shared bathroom, lounge and kitchenette.
Please note that there is a 10 minute walk between the men's residence, the cafeteria and the classrooms; please let us know if you have mobility restrictions so that we can accommodate your needs in advance.

Laundry Washing machines and dryers are available in the residences (at your own expense).

Cafeteria **Weekdays**
During the week, meals are served in the cafeteria of the College campus.
Opening hours (from Monday to Friday)
Breakfast: 7:00 a.m. - 8:30 a.m.
Lunch: 12:00 p.m. - 1:30 p.m. *OR AS SCHEDULED*
Dinner: 6:00 p.m. - 7:30 p.m. *OR AS SCHEDULED*
No meals will be served after the closing time. Snacks can be bought at the participant's own expense on campus or in town.
Weekends
The cafeteria is closed during the weekends except for the weekend of arrivals (June 5th-6th).
Participants will receive a per diem to cover their meals for the other weekends

Menu

Please note that the meals are prepared by the College and **MAY NOT CORRESPOND** to the food most participants are used to eating at home.

The daily menu offers:

- A continental breakfast with a choice of toasted bread, jams, muffins, yogurts, eggs, sausages, fruits and rice.
- Lunch and dinner consist of one main dish (poultry, beef or fish) with vegetables and potatoes. There is soup and a salad bar at lunch time.
- Vegetarian meals will also be served at every meal.
- Rice is available with each meal.
- Filter coffee, tea, juices and milk are served at each meal.
- Tap water is drinkable and does not need boiling.

Please advise us if you have any special dietary requirements.

Health Emergencies

- Your emergency medical insurance covers you only during your stay for the IHRTP and only for **emergency** medical procedures.
- Insurance does not cover symptoms related to jetlag, change of environment and food.
- **It does not cover any pre-existing medical conditions nor medical treatment related to pregnancy.**
- A nurse will be available on site several times per week.

Medical insurance forms are available at the Equitas Administration Office on campus.

Any care that is not an emergency is at the participant's expense.

COMMUNICATIONS

Telephone Service

Stewart Residence (Women)

There is a telephone in each bedroom in the Stewart Residence. These phones can be used to receive calls and to make local calls or international calls using a phone card. In order to reach you, a person must:

- Dial (1)-514-457-8080
- Enter your phone extension (Your extension number is written on your phone.)

Participants staying at the Stewart Hall can call each other by dialling their extension number only.

Eco Residence (Men)

Each Eco unit of 6 bedrooms is equipped with one telephone available in the

common area. Telephone numbers will be made available on arrival.

Public Telephones The cost of local phone communications in Montreal is cheaper than the average price in Europe, Asia and Africa (\$0.50 for unlimited time).

However, overseas and long-distance calls can be very expensive. You may want to budget extra money for your telephone communications. We recommend using a phone card which will be available for purchase.

Public phones can be found in the Stewart Residence, outside the Participants' Lounge and other places around the campus.

Phone Cards Equitas is selling phone cards in the Participants' Lounge during opening hours.

Messages Equitas will take telephone messages for participants from people who call our office at John Abbott College (calls **cannot** be transferred to participants).

The number is: **1-514- 457-6610 ext. 5289**

Messages will be delivered to the participants' envelopes in the Participants' Lounge.

Internet IH RTP participants can use the Computer Lab to access the Internet during opening hours:

- 8:00 a.m. to 8:30 a.m.,
- during breaks,
- at lunchtime, and
- from 5:00 p.m. to 9:00 p.m.*

** Note that the Computer Lab will not be open during special activities and during weekends.*

There are several computers available so please use the sign up sheets to book your time.

Wireless access is also available throughout the College (including the Stewart Residence).

All participants can have access to internet in their room; **please let the IH RTP team know in advance if you are planning on bringing your laptop so we can get the connection activated in your room.**

As it may be difficult to access your email account, we suggest you open an account with a free provider such as Yahoo, Hotmail or Gmail prior to your departure to Canada, and have your messages forwarded to this new address or inform your colleagues and family members that you can be reached at this address.

- www.yahoo.com; www.hotmail.com; www.gmail.com

Post Office The Post Office at John Abbott College is open from Monday to Friday from 9:00 a.m. to 12:00 p.m. and from 1:30 to 4:00 in Laird Hall

Rates for regular mail and postcards (up to 30g) are:

- Within Canada: CAN \$0.57
 - To the USA: CAN \$1.00
 - To other countries: CAN \$1.70
 - www.canadapost.ca
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ON-SITE PROGRAM INFORMATION

Registration Registration is scheduled for Sunday, June 6th, 2010 at 9:00 a.m. and will take place in the Participants' Lounge.

Campus Tours A campus tour is scheduled for Sunday, June 6th.

Orientation Session The Orientation session is scheduled for Sunday, June 6th, 2010, in the afternoon. Participants, facilitators, Equitas staff and volunteers will be introduced to each other. **As this is the first exercise on getting to know your working group, it is very important that all participants attend.**

OTHER SERVICES

Participants' Lounge The Participants' Lounge is the place to meet each other during the breaks. It is open from Monday to Friday.
The Equitas staff, interns and volunteers will be around to answer your questions.

Documentation Centre The Documentation Centre contains reference materials on various human rights issues. Participants will get more detailed information on how to use it at the beginning of the Program.

Money Exchange If you need to exchange money, we recommend that you do so at the airport upon your arrival, since it will take a few days before you get the chance to go to town at a time where banks are open. However, several Automatic Teller Machines (ATMs) are available on site for money withdrawals.

Fitness Participants have access to an indoor pool and gym. Make sure to bring a bathing suit if you want to use the pool.

See you all very soon!