Welcome to IPDET 2012

Carleton University

It is with great pleasure that I welcome International Program in Development Evaluation Training 2012 participants to Carleton University for the 12th annual session of this unique and intensive professional development program. You will be joining an active and engaged alumni body that now numbers more than 3,000 and is working in countries and communities around the globe to translate the Paris Declaration on Aid Effectiveness principles into practice: enhancing local ownership, mutual accountability, and transparency and managing for results through better evaluation. The Faculty of Public Affairs is proud to support your efforts and commitment to strengthening evaluation capacity as part of a long-term effort to reduce global poverty and achieve sustainable growth. From our teaching faculty and students to our university administrators, the Carleton community has enjoyed its partnership with the World Bank and learned much from the presence of IPDET participants on campus. Many of you have stayed in touch, and we value those relationships. Past participants have found that Carleton University provides a positive learning environment and a warm and welcoming “home away from home.” I know that you will as well. While you are here, I invite you to learn about the resources available at Carleton University for further study and about Ottawa, Canada’s capital.

André Plourde
Dean, Faculty of Public Affairs
Carleton University

World Bank Group

As the new director-general, Evaluation, for the World Bank Group, I am pleased to invite you to attend IPDET 2012. I have worked in evaluation in recent years with the World Food Programme, International Fund for Agriculture Development, and Asian Development Bank, among others. In each position, I have been keenly aware of the need to build evaluation capacity in the international development community in part through high-quality, relevant, and intensive training. I have long recognized IPDET as an outstanding source of development evaluation training for its breadth and depth of coverage. I have also noted IPDET’s commitment to its own evaluation and its use of the evaluation findings for continuous improvement, which has kept it strong over the past 11 years and counting! Now it is my pleasure to champion our collaboration with Carleton University on IPDET. I know that the skills and insights you will gain at IPDET 2012 will help you to produce stronger evaluations of development interventions. In turn, these evaluations will better inform decision makers of which programs are achieving results and which are not, and you will be contributing to improving development effectiveness. A warm welcome to all of you who will participate in IPDET, and I hope to have the opportunity to welcome you personally to IPDET 2012 this summer.

Caroline Heider
Director-General, Evaluation
The World Bank Group

Carleton University

THE WORLD BANK
Contents

IPDET Core Instructors.................................3
IPDET Secretariat.........................................4
Program Information.................................11

On-Campus

Campus Map............................................12
Residence Information.........................13
Meals.....................................................15
Campus Services.................................16
Computer Services............................18
Athletics...............................................19
Health & Wellness.........................20
Safety.....................................................21

Off-Campus

Places of Worship...............................22
Off-Campus Resources....................23

Events

IPDET Events.................................25
Event Calendar.................................26
Event Descriptions.....................27
Checkout Procedure.....................28

www.youtube.com/user/IPDETvideos
@IPDET
www.facebook.com/Ipdet
www.ipdet.org
Linda G. Morra Imas
is one of the creators and co-Directors of IPDET and has more than 30 years of experience with private and public sector evaluation and training in M&E throughout the world. She is the co-author, with Ray C. Rist, of the new comprehensive text, *The Road to Results: Designing and Conducting Effective Development Evaluations*. Recently retired as Chief Evaluation Officer and Advisor, Evaluation Capacity Development, from the Independent Evaluation Group, World Bank Group, Dr. Morra Imas consults on monitoring and evaluation for the World Bank and other organizations and national governments. She is former Director of Education and Employment Program Evaluation for the U.S. Government Accountability Office and has taught program evaluation at George Washington University as an Adjunct Professor. She looks forward to welcoming everyone to IPDET 2012!

Ray C. Rist
is one of the creators and co-Directors of IPDET and current President of IDEAS. Retired from the Independent Evaluation Group of the World Bank, Dr. Rist continues to advise organizations and national governments throughout the world on how to design and build results-based M&E systems. His career includes 15 years in the U.S. Government with senior appointments in both the executive and legislative branches. He has held professorships at Johns Hopkins, Cornell, and George Washington Universities and been a Fulbright fellow at the Max Planck Institute. He has authored or edited 26 books, written more than 140 articles, and lectured in more than 75 countries. Dr. Rist serves on the editorial boards of nine professional journals and chairs an international working group that collaborates on research related to evaluation and governance. Ray is excited to welcome all the new participants for IPDET 2012!

Jose Galdo
is an Assistant Professor at the School of Public Policy and Administration and Department of Economics at Carleton University, Ottawa, and also a Research Fellow at the Institute for the Study of Labor in Bonn, Germany. His research lies at the intersection of labor economics, program evaluation, and microeconometrics. He teaches graduate-level courses in advanced research methods and design, as well as program evaluation in developing countries. Published in peer-reviewed academic journals, he has substantial research and field experience in evaluating active labor market programs in developing countries and has consulted for a range of international and development institutions. Dr. Galdo is a Fulbright Scholar and holds a Doctoral degree in economics from Syracuse University.
Where to Find Us

**Main Office:** D199 Loeb Building
613-520-3525 (main office)
613-520-2600 ext. 8856 (secretariat)

**Satellite Office:** 215 Tory Building
613-520-2600 ext. 8812
What We Do

The IPDET Secretariat is in place to ensure that the program runs smoothly and that you, the participant, are satisfied with your experience.

The Secretariat is happy to help. We:

- **Provide administrative and logistical assistance:**
  
  We manage the application process, registration, fee payments, the preparation of program materials, technical support, program assessment, receptions, graduations and special events.

- **Work with Carleton’s Conference Services staff:**
  
  Let us know if there is anything we can do to make your housing more comfortable or if you have any special dietary requirements.

- **Keep you informed:**
  
  We prepare a daily newsletter with important information about the program, special events and fun facts.

- **Care about your needs:**
  
  We are available to discuss and promptly address any concerns, questions, or ideas you may have.

- **Take you to interesting places:**
  
  We organize weekend activities around Canada’s National Capital Region to help make your stay more enjoyable!

Please come see us with any concerns during the program.

We are happy to answer any questions you may have.
Who We Are

Julia Thompson Program Manager
JuliaM_Thompson@carleton.ca

Julia is a social policy specialist with a Masters in Social Policy and Planning from London School of Economics. With over 15 years experience in International Development, the majority of these years have been spent in East and Southern Africa, focusing on her work in organisational development, leadership development and process facilitation. For a number of years, Julia was the Chief Executive Officer of Common Purpose South Africa, and subsequently consulted in Southern Africa for a range of clients such as Action Aid International, CARE South Africa, South African Breweries, Anglo American, Rockefeller Brothers Fund and UNAIDS. For her first year back in Canada, Julia was a Governance Advisor at the Canadian International Development Agency. She speaks French and English and is very pleased to be welcoming all the IPDET 2012 participants.

Mary Dixon Registrar
Mary_Dixon@carleton.ca

During the program, if you have any questions or concerns related to your registration, Mary is the person to contact. While this is her ninth year with the IPDET team, she has more than 20 years of experience as an administrator, during which she has developed strong organizational and problem solving skills. In addition to spending time with her family, Mary enjoys reading, performing in a choral group and researching her family history.
**Karen Ginsberg** Participant Services Coordinator

Karen_Ginsberg@carleton.ca

Karen is proof of how strong the family feeling is at IPDET. She was the program manager from 2002 to 2006 and has since pursued consulting interests in evaluation, human resources management and strategic policy development. She is an adjunct professor with Carleton’s School of Public Policy. Prior to her work with IPDET, Karen enjoyed a 33-year career as a senior executive in the Canadian government. She worked on social and economic development issues in seven departments and several central agencies. Karen will be available part-time this IPDET to address any special needs, emergencies or unique personal circumstances participants require help with.

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**Yun Zhao, CGA** Finance Officer

Yun_Zhao@carleton.ca

This is Yun’s third year working as the Financial Officer for IPDET and she is looking forward to welcoming all participants to the program. Yun graduated from Carleton University with an Bachelor’s degree in commerce and she has obtained the Certified General Accountant designation. Before joining the IPDET team, Yun worked with a local public accounting firm for almost two years. She obtained a Bachelor’s degree of Law in China and worked for a local law firm for two years before moving to Ottawa in 2003.

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**Paul Glover** Team Coordinator

Paul_Glover@carleton.ca

Paul joined IPDET in 2007. Throughout the year, he provides support to the Registrar and Program Manager and during the summer months, he acts as Team Coordinator to the Program Assistants. Paul holds a Bachelor’s degree in Psychology, with a minor in Film Studies, and he has worked in numerous capacities within the Carleton community. In his spare time, Paul enjoys swimming, camping and visiting with friends and family. This past year, in support of IPDET’s increasing social media presence, Paul produced, edited and narrated IPDET’s first official Youtube video. Don’t forget to follow us on Twitter and ‘Like’ us on Facebook!
Program Assistants

Milla Evanics
Workshop and Instructor Materials

Milla has recently completed her Bachelor's degree in Public Affairs and Policy Management at Carleton University, specializing in Social Policy. In the fall, she will begin a Master's degree in Social Policy and Development in the United Kingdom and will focus on NGO-government relations around the world. In her spare time, Milla enjoys reading, connecting with friends and family, as well as baking. Having grown up in Hungary, the United States, and Canada, Milla is looking forward to assisting you in Hungarian or English.

Blair Newbold
Speakers, Scholarships, Graduation

Blair is a fourth-year Bachelor of Public Affairs and Policy Management student with a specialization in Social Policy and a minor in African Studies. She has studied in France and South Africa and has also lived in the Bahamas. Blair enjoys traveling, trying new foods, experiencing new cultures, and staying up-to-date on global affairs and politics. Fluent in French and English, she will be happy to assist you in either language. Blair is thrilled to be a member of the team and is looking forward to an unforgettable IPDET 2012!

Stephanie Nurnberg
Newsletter, Multimedia, Communications

Stephanie is completing her Bachelor of Journalism, with a double major in Law. She has recently returned to Canada after living abroad for a few years, completing a certificate in European Culture and European Journalism in the Netherlands, then working in public relations in Shanghai, Guangzhou, and Hong Kong. Stephanie frequently writes for the university and local newspapers. Traveling and global politics are her passions, and she hopes to do a Master's degree in International Affairs. In her time off, she loves to read, play piano and go swimming. Stephanie looks forward to helping you in English or French, and would love to practice her very basic Mandarin Chinese!

I met a lot of wonderful people and it was such a nice atmosphere throughout the week – [IPDET’s] staff was very competent and helpful; I was very impressed by it all! I hope to come back for some more training in the future...

Michelle Crawley IPDET 2009
Mohammed Omar
Core Course Support and Instructional Media
Mohammed is a new Carleton graduate, completing his Bachelor’s degree in Political Science with a concentration in International Relations and a minor in History. Over his undergraduate experience he has worked within Carleton’s Department of Advancement as well as the Department of Geography. Next year he plans to spend time teaching and volunteering abroad before returning to Carleton for graduate school. Mohammed is an avid sports fan and player who also enjoys reading and traveling. Born in Abu Dhabi, United Arab Emirates, he is pleased to assist you in English or Arabic. He looks forward to meeting everyone in the program!

Yamini Shrichand
Registration, Small Working Groups, Workshop Support
Yamini is a fourth-year Economics student. Prior to attending Carleton University, Yamini has lived in numerous countries from Kenya to Venezuela. This has evoked an interest in international development which she hopes to pursue after graduation. She is fluent in both Hindi and English and keen on learning French this summer. In her spare time she loves to cook, read, and spend time outdoors. She looks forward to meeting everyone in the program!

Crystal Okoli
Demographic Analysis, Evaluation, Participant Experience
Crystal just finished her Bachelor’s degree in Public Affairs and Policy Management with a specialization in Strategic Public Opinion and Policy Analysis. She will be returning in Fall 2012 to begin her Master’s in Public Policy and Administration at Carleton. Born and raised in Nigeria, Crystal has lived in four continents (Africa, Europe, Asia, and North America). Since working and volunteering for the university, political offices and NGOs, she aspires to become a practitioner and leader in public policy. Crystal is fluent in Igbo, Pidgin and English. In her spare time, she enjoys travelling, hiking, camping and baking. She is looking forward to welcoming the IPDET 2012 participants!

The wide range of participants, drawn from all over the world, was particularly good for experience sharing and learning.

Innocent F. Ejolu IPDET 2010
Program Assistants

Yusra Uzair
Housing, Accommodations and Food

Yusra is a fourth-year Public Affairs and Policy Management student with a specialization in International Development. Over the past few years, she has been involved on the Carleton campus, especially within Carleton Residence. Yusra’s interests include: activism, theatre, reading, travel, world affairs, spoken word poetry and learning new languages (she can assist you in Urdu/Hindi and has intermediate knowledge of Spanish). She is very excited to meet everyone and begin IPDET 2012!

Yemi Timson
Special Events, Receptions, and Weekend Activities

Omoymeni (Yemi) holds a Bachelor and Master of Economics with a Diploma in Business Administration. She has an educational background in Project Development and Economic Analysis. Her primary research interest is centered on sustainability based development in Africa. Over the past few years, she has worked with the Central Bank of Nigeria, African Evaluation Association (AfrEA) and the Carleton University Department of Economics. Yemi loves to watch Japanese animation and to play both video games and lawn tennis. She looks forward to meeting everyone in the program this summer!

John Vaissi Nagy
Logistics and Operational Support

As a dual citizen of Canada and Finland, John’s (Janne) life has straddled continents and oceans. He has travelled extensively across Canada, Europe and southern Africa, including a mandatory six months in the Finnish army. Having grown up largely in the nation’s capital, he is fluently bilingual in French and English and can hold his own in Japanese and Finnish. He is a Bachelor of Political Science student at Carleton and has worked at the University Bookstore since 2010. His interests include fitness, travel, learning and information technology. He would one day like to work with the RCMP.

This was an evaluation experience that was rich and diverse. It remains so far the best learning experience which I will always treasure. The rich extra-curricular activities of this program made it more interactive and different from an everyday course.

Juliet Carolyn Anewa Odeke IPDET 2010
Program Information

Workshops

After the Core Course, 26 in-depth workshops of two to three days each in specialized areas of evaluation practice are offered over a two-week period.

IPDET workshops allow participants to delve into specialized topics. In the two weeks following the Core Course, participants may choose from 26 workshops on a variety of methodological and thematic topics. IPDET 2012 will feature many of our highly successful workshops and instructors.

In order to submit a workshop change request, you will need to complete a Change of Workshop Request Form. These will be available at specific times that will be announced during the program.

Please note that graduation certificates will only display information confirmed by the Secretariat; there will be no record of a participant obtaining instruction in a workshop unless the participant is officially registered.

Mini-Workshops

This year, the Core Course will feature five specialized mini-workshops:

- “Developing an Evaluation Lessons Learned System” with Sidney J. Edelmann (Team Lead, Communication and Outreach, International Evaluation Group);
- “Facilitation Skills” with Jennifer Birch-Jones (Consultant, Facilitator & Trainer, Intersol Group);
- “When the Results Chain Breaks: Four Simple Rules to Improve Implementation” with Jody Kusek (Advisor at The World Bank);
- “Working Across Organizations” with Jared Raynor (Director of Evaluation, TCC Group);
- “Vision and Perspective: Unleashing Your Creativity” with Kathy Strauss (Freelance Consultant/Graphic Designer)

Participants registered in the Core Course will have the chance to sign-up for one of the mini-workshops, which will be held on the first Friday of the program.

Roundtables

Lunch time Roundtable Discussions are a valuable way for participants to share experiences, seek advice from their peers and learn from one another. Participants make a 15-20 minute presentation on an evaluation issue of interest, followed by 20-30 minutes of discussion and problem-solving. This year, Roundtables will be held on both June 14 and June 20. More information as well as sign-up sheets will be made available during the Core program.
The following locations are most likely to be used by IPDET participants:

- River Building (RB)
- Tory Building (TB)
- Leeds House (LE)
- Azrieli Theatre (AT)
- University Centre (UC)
- Loeb Building (LA)
- Paterson Hall (PA)
- Southam Hall (SA)
- Robertson Hall (AB)
- Residence Commons (CO)
- Dunton Tower (DT)
- St. Patrick's Building (SP)
- Carleton Technology & Training Centre (CTTC)
Residence

Services Available

Pots and Pans
The reception desk has a set of pots and pans available for IPDET participants to borrow for a 24-hour period on a first-come, first-served basis. Simply present your IPDET ID Badge if you would like to use these kitchen items.

Laundry Services
Washers and dryers are located in 116 Leeds House. The machines do not accept coins so, to use these machines, use the swipe function on your IPDET ID Badge at the pay station located in the same room. The washers and dryers do not accept coins. Irons and ironing boards are also available in the laundry room.

Adapters and Ethernet Cords
The residence desk has a few extra adaptors and Ethernet cords available to borrow, but they must be returned during check-out.

Phone Services
To dial numbers outside of residence, press “9” first. Local numbers must be preceded by the Ottawa code “613.”

Cleaning Services
Rooms will be tidied daily but this does not include dishwashing, which is your own responsibility. Floors will be vacuumed and linens will be changed every fourth day. If you wish for your towels to be replaced, please place used towels in a neat pile on the floor of your bathroom.

Third and Fourth Floor Lounges
The TV lounges on the third and fourth floors are decorated for IPDET participants specifically. These are areas to relax and socialize with fellow participants. In addition to the newspapers listed to the right, there are books available for you to read during your spare time, as well as cable TV and comfortable chairs. Coffee will also be available in the lounges.

Residence Commons

Residence Commons, second floor
- Open 24 hours a day, seven days a week
- Answers to questions/concerns about residence rooms and on-campus services
- Bus tickets/passes/information on bus routes
- Taxi service
- Pamphlets on tourist attractions

Lost Luggage
Participants are responsible for claiming their luggage at the airport. Should you have difficulty retrieving your baggage, please contact your airline for further details. If an extended period of time elapses, please contact Julia and special arrangements can be made so you can purchase basic necessities until your suitcase is found.

Any questions or concerns? Please contact the IPDET Housing PA, Yusra, at Yusra_Uzair@carleton.ca

Newspapers
The Globe and Mail, a national Canadian newspaper, will be delivered to the TV lounges on the third and fourth floors of Leeds from Monday to Saturday. Copies of the Ottawa Citizen will also arrive on Saturdays and The New York Times will be delivered on Sundays.

Please note that Karen Ginsberg, the program’s Participant Services Coordinator, will be available to assist you should any unique personal circumstances arise over the first few days of the program. Email her at Karen_Ginsberg@carleton.ca

Residence Commons

Reception Desk: 613-520-5609
Residence Guidelines

Standards of Conduct

The conduct of a guest in residence should at all times be governed by respect for the rights of others, and be characterized by:

- Respect for the rights of fellow residents to sleep and study without interference;
- Commitment to the maintenance of an atmosphere that is suitable for sleep or study; and
- Respect for the personal space and property of others.

Guests who are occupying shared bedrooms and/or bathrooms are strongly urged to determine clear, mutually agreed upon terms for respecting the privacy of both parties, and the personal property of each individual.

The following types of conduct are unacceptable and strictly prohibited:

- Verbal abuse, threat of force or intimidation;
- Disruptive or disorderly conduct, including lewd, indecent or obscene conduct or expression;
- Discriminatory behaviour of any kind; and
- Possession, use, manufacture, sale or distribution of any illegal drug, or unauthorized controlled substance.

Offenders may face criminal prosecution.

Fire equipment, including alarms, smoke and heat detectors, hoses and extinguishers must be used only in the event of fire. It is a criminal offence to tamper with or misuse such equipment.

Hazardous materials and items must not be brought into or stored in residence buildings, due to the danger they pose to residents. These include – but are not restricted to – flammable liquids, explosive gases, firearms and other weapons, fireworks and motorized vehicles.

Locks and locking devices in the building must not be tampered with, and security doors must not be propped open. In the event of a fire alarm being sounded, residents must comply with the directions of Fire Department personnel, or authorized university or conference centre staff.

Furniture

Furniture that is provided with residence rooms is coded, and must remain in the room to which it is assigned. Please do not relocate furniture, either by exchanging between rooms or by removing from the building.

Discrimination of any kind, including sexual harassment, is against the law in Canada.

Smoking

Smoking is prohibited in all residence buildings. Persons who wish to smoke should do so outside—ten metres away from building doors—and must safely dispose of cigarette butts in designated containers.

Alcohol

Each guest should be aware that alcohol can only be consumed in residence rooms and the common lounges. Please be advised, no open alcohol is permitted in hallways. In addition, by law, guests may be held accountable for the actions of any visitor to their room who is served alcohol, both while they are on the premises and after they have left.
Meals

Throughout the program, residential participants can enjoy the standard campus breakfast served everyday at the Fresh Food Company (FFC) in Residence Commons from 6:30am to 8:30am, as part of the IPDET meal plan.

For breakfast, please present your IPDET ID Badge (issued at registration) to the clerk to be swiped for access to the cafeteria. Breakfasts are pre-paid and will not affect the cash balance on your card.

IPDET provides a number of specially programmed meals with guest speakers and receptions. On other weeknights, dinner will be held from 6:45 pm to 8:30 pm; please look up locations in the four-week schedule. You will need to present your IPDET ID Badge for identification purposes, but the card will not be swiped and no value will be deducted from the card.

Vegetarian Options

During all lunches and dinners programmed by IPDET, you can be assured that a variety of vegetarian and fish options will be available and that NO PORK will be served. Halal items will also be offered for those who have requested them.

The Fresh Food Company’s standard breakfast offers a varied menu, but there will always be fruit, eggs, dairy and an assortment of breads and cereals.

Vegetarian and Halal eaters should be advised that a lot of pork products are served at the Fresh Food Company. If you are unsure about the ingredients in a dish, just ask the staff in the FFC and they will be happy to assist you.

Unprogrammed Meals

Residential participants can use the swipe function on their IPDET ID Badges to purchase non-programmed lunches on weekdays and lunch and dinner on weekends. The cost of the meal will be subtracted from the balance on your IPDET ID Badge.

The FFC serves lunch from 11:00 am to 2:00 pm and dinner from 4:30 pm to 6:30 pm everyday if participants wish to eat there during these periods.

Participants may use their swipe card to purchase food at a variety of other locations on campus.
Campus Services

Food Services

Food Court: 613-520-2600 Ext. 2726
University Centre, second floor
- Open Monday to Thursday from 10:30 am to 5:00 pm
- Fridays from 10:30 am to 3:00 pm
- Pizza, sandwiches, soups, shwarma, burgers, pasta and sushi

Roosters Coffeehouse: 613-520-2758
University Centre, fourth floor
- Open Monday to Thursday from 8:00 am to 6:00 pm,
  Friday from 8:00 am to 5:00 pm
- Owned and operated by the Carleton University Students’ Association
- Fair trade coffee, tea, sandwiches, bagels, pitas and pastries;
  all-day breakfast menu available

Starbucks: 613-520-2600 Ext. 2105
University Centre, fourth floor
- Monday to Friday from 8:00 am to 3:00 pm

Mike’s Place PUB: 613-520-6681
University Centre, second floor (near Porter Hall)
- Open Monday to Friday from 11:30 am to 11:00 pm or later
- Alcoholic beverages and Halal Indian cuisine on the menu
- Your swipe card is not valid at this establishment. Cash only.

Loeb Café: 613-520-2600 Ext. 1172
Loeb Building, first floor
- Open Monday to Friday from 8:00 am to 2:00 pm
- Coffee, tea, juice, pizza, sandwiches and pastries

Baker’s: 613-520-2600 Ext. 5635
University Centre, fourth floor
- Open Monday to Friday from 7:30 am to 2:00 pm
- Full service restaurant serving breakfast and lunch
- Reservations accepted

Tim Hortons: A Canadian Icon Three Locations
University Centre, first floor
- Monday to Friday 7:30 am to 6:00 pm
Athletics Building, ground level
- Monday to Friday 8:00 am to 5:00 pm
Residence Commons, second floor
- Monday to Friday 7:00 am to 3:00 pm
- Weekends 9:00 am to 3:00 pm
- Coffee, tea, juice, bagels and pastries

Your IPDET ID Badge

As an IPDET participant, you will receive an ID Badge displaying the IPDET logo and your photograph.

If you are living on campus, your ID Badge will also have a swipe card function which is significant for four reasons:

1. The card will have a value of $100 per week that you are enrolled in the program. This cash allowance is intended for purchasing non-programmed meals, laundry services and other necessities around campus at locations listed above. Please note: the campus bookstore will not accept your swipe card, but IPDET participants do receive a 10% discount!
2. You will need the card to access the Fresh Food Company for breakfast.
3. Your swipe card will act as your entry key to the third and fourth floors of Leeds House and your room.
4. This badge will give you exclusive access to IPDET events and campus facilities like the fitness centre.
Campus Services

Shops and Services

**Abstentions**: 613-520-5641
Residence Commons, second floor (ground level)
- Open seven days a week 7:00 am to 10:00 pm
- Groceries, toiletries, magazines
- **Long distance phone cards** for sale

**University Centre Convenience Store**: 613-520-6666
University Centre, first floor (ground/tunnel level)
- Open Monday to Thursday 9:00 am to 7:00 pm
  Friday 9:00 am to 6:00 pm
- Groceries, toiletries, stationary, magazines
- **Long distance phone cards** for sale
- Bus tickets/passes sold here
- **Post office** open Monday to Friday
  11:00 am to store closing

**University Book Store**: 613-520-3832
University Centre, first floor (ground/tunnel level)
- Open Monday to Thursday 8:00 am to 6:00 pm
  Friday 8:00 am to 4:30 pm and
  Saturday 12:00 pm to 4:00 pm
- Books, magazines, software and stationary
- Carleton University clothing
- Bus tickets

Information Services

**Information Carleton**: 613-520-7400
University Centre, fourth floor
- Open Monday to Friday 8:30 am to 4:30 pm
- **Lost and Found**
- Maps and brochures
- Inquiries can be emailed to: info@carleton.ca

**MacOdrum Library**
- Open Monday to Thursday 8:00 am to 11:00 pm,
  Friday 8:00 am to 6:00 pm
  Saturdays 12:00 pm to 5:00 pm
- More than three million books
- Government documents, maps, newspapers,
- Research help
- IT assistance
- Computers, printers and photocopiers
- Private group study rooms

Banking Information

**Bank of Nova Scotia (Scotiabank)**: 613-564-5363
Paterson Hall, first floor (tunnel level)
- Open Monday to Friday 10:00 am to 4:00 pm
- Scotiabank Automated Bank Machine (ABM) units are also located in Residence Commons and the University Centre

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![Image of a campus event with a group of people celebrating and a Scotiabank logo on the right.]
Each IPDET participant will be issued a guest computer account with Internet access. Wireless access is available in certain buildings on campus and passwords will be given during registration to facilitate access to these networks.

Those with laptops who experience internet connectivity problems should see Carleton’s computer support staff, during the hours and locations listed below:

Tech Help during:

The Core

Sunday, June 10
- 12:30-8:30 pm **Residence Commons**

Monday, June 11
- 10:30 am to 10:45 am **215 Tory**
- 3:45 pm to 4:30 pm **215 Tory**

Tuesday, June 12
- 10:30 am to 10:45 am **215 Tory**

Week 3

Sunday, June 24
- 5:00 pm to 7:00 pm **Residence Commons**

Monday, June 25
- 10:30 am to 10:45 am **215 Tory**
- 3:30 pm to 3:45 pm **215 Tory**

Tuesday, June 26
- 10:30 am to 10:45 am **215 Tory**

Week 4

Monday, June 2
- 10:30 am to 10:45 am **215 Tory**
- 3:45 pm to 4:30 pm **215 Tory**

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**On-Campus Printers**

**Loeb Building**, B250 and C479

**MacOdrum Library**, all floors

**On-Campus Computer Labs**

**Loeb Building** (second floor):
B250 lab – 8:30 am- 5:30 pm

**MacOdrum Library**
Monday to Thursday 8:00 am -10:00 pm
Fridays 8:00 am - 6:00 pm
Saturday 10:00 am - 6:00 pm

**Southam Hall**
Rooms 507, 509, 513 — 8:00 am -11:00 pm

**On-Campus Photocopies**

**Library Copy Shop**: 613-520-6679
**MacOdrum Library**, first floor
- Monday to Friday 8:30 am to 8:30 pm
- Saturday and Sunday 10:00 am to 6:00 pm
Athletics

All residential participants may use the university’s athletic facilities at no charge! Simply bring your IPDET ID badge to the athletics reception desk and sign in.

Wake Up and Go!

We offer a Stretch and Tone class every Tuesday and Thursday from 6:45 am to 7:30 am in the TV lounge on the fourth floor of Leeds House. This class will be led by a qualified Carleton University fitness instructor and is designed to give you an opportunity to enjoy some mild to moderate exercise at the start of your day.

Fitness Centre

- Monday to Friday 6:00 am to 10:00 pm
- Saturday and Sunday 8:00 am to 8:00 pm

Swimming

**FITNESS SWIM HOURS** (half pool, lane swimming only):
- Monday, Wednesday and Friday- 6:00 am to 7:45 am
- Tuesday and Thursday-7:30 am to 8:45 am
- Monday to Friday 11:30 am -12:30 pm

**RECREATIONAL SWIM HOURS** (whole pool open to all):

**Day Swim**
- Monday to Friday 11:30 am to 12:30 pm
- 12:30 pm to 2:30 PM (Whole Pool)
- 4:00 pm to 6:00 pm
- Saturday and Sunday- 1:00 pm to 4:30 pm (whole pool)

**Evening Swim**
- Monday to Thursday 9:00 pm to 10:15 pm
- Friday 8:10 pm to 9:25 pm

**Squash Courts**

Six international squash courts are available for rentals at a cost of **$4.52/hour**
- Rackets can be rented for **$2.52**
- Monday to Friday 7:00 am to 9:30 pm
- Weekends 8:30 am to 6:30 pm
- To book call (613) 520-5655

Enjoy Jogging?

Carleton University is connected to a network of pathways that run throughout the National Capital Region. For maps visit the National Capital Commission website at www.canadascapital.gc.ca
Health & Wellness

Carleton Health and Counseling Services:
613-520-6674
Carleton Technology and Training Centre, second floor
Open Monday to Friday 8:30 am to 4:30 pm
• Must call to make an appointment
• Walk-in hours: Monday to Friday 8:30 am to 3:45 pm or when maximum capacity is reached
• Non-emergency medical care and counseling services only
The Prescription Shop (on-campus pharmacy):
613-526-3666
Carleton Technology and Training Centre, first floor
Open Monday to Friday 9:00 am to 5:00 pm

HEALTH AND DENTAL INSURANCE POLICY
Participants are responsible for ensuring that they have adequate medical insurance coverage while they are traveling outside of their country of residence. IPDET provides insurance for scholarship participants which covers medical emergencies only. If you have not purchased medical insurance, please see Mary Dixon, the program’s registrar and she will arrange this for you. However, please be advised that the insurance is at the participant’s expense and that it may take several days for the insurance to come into effect.

Off-Campus Medical Assistance
Bank Medical Centre: walk-in service
613-521-2391
1935 Bank Street
Open Monday to Friday 8:00 am to 9:00 pm and 9:00 am to 4:00 pm on Saturdays and Sundays
Care Medics: walk-in service
613-739-0998
2446 Bank Street
Open Monday to Friday 9:00 am to 9:00 pm and 9:00 am to 5:00 pm on Saturdays and Sundays
The Ottawa Hospital (Civic campus):
613-722-7000
1053 Carling Avenue
• Open 24 hours
• Emergency medical care only

When on campus, dial 4444 on any university telephone for emergency services

To help prevent the spread of illnesses:
Public Health Agency of Canada advises you to take regular steps to avoid/prevent infection:
• Wash hands often and thoroughly (for at least 20 seconds) with soap and warm water, or use hand sanitizer
• Cough and sneeze into your arm or sleeve, not into your hands
• Avoid shaking hands, try nodding instead
Safety

IPDET Policy on Sexual Harassment

Carleton University is committed to maintaining a study, work and living environment that is free from sexual harassment and inappropriate sexual conduct. Sexual harassment includes but is not limited to:

- Unwelcome sexual solicitations, flirtations or advances; sexually suggestive comments, gestures, threats or verbal abuse;
- Unwarranted touching or physical contact of a sexual nature, coerced consent to sexual contact, or sexual assault;
- Leering, compromising invitations, or demands for sexual favours;
- Degrading, demeaning or insulting sexual comments; and
- Persistent, unwanted attention or requests for sexual contact after a consensual relationship has ended.

In Canada, sexual harassment is recognized in both federal and provincial human rights legislation as a form of discrimination. Sexual harassment violates personal integrity, the dignity of individuals and groups and fundamental rights.

Those who believe that they have been victims of sexual harassment while participating in IPDET are encouraged to inform the IPDET Secretariat and/or Campus Safety. Appropriate action will be taken immediately upon complaint that the policy has been violated.

Safety Tips

In the event of an emergency, such as a fire, or anytime you feel concerned for your safety, please call the Department of University Safety at Ext. 4444 from a campus phone. You can also dial 613-520-4444 from a pay phone on campus (free of charge) or from a mobile phone.

Many locations on campus are also equipped with RED emergency phones that connect directly to Campus Safety, some of which are located on yellow poles. BLUE emergency phones are located in the parking garages and the tunnel system.

We encourage you to lock your suite and bedroom and to always pay attention to the whereabouts of your personal belongings. When on IPDET weekend outings, you will be able to leave personal items on the bus, which will be locked.

We encourage our participants to walk on campus with a trusted companion at night.
### Places of Worship

<table>
<thead>
<tr>
<th>Place</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Carleton University Ecumenical Chaplaincy</strong></td>
<td>Tunnels near Tory Building (Carleton University)</td>
<td>613-520-4449</td>
</tr>
<tr>
<td><strong>Carleton Muslim Students Association Prayer Room</strong></td>
<td>225A University Centre (Carleton University)</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Church of the Blessed Sacrament (Roman Catholic)</strong></td>
<td>194 Fourth Avenue</td>
<td>613-232-4891</td>
</tr>
<tr>
<td><strong>Fourth Avenue Baptist Church</strong></td>
<td>109A Fourth Avenue</td>
<td>613-236-1804</td>
</tr>
<tr>
<td><strong>Dharmadhatu Buddhist Centre</strong></td>
<td>984 Wellington Street West</td>
<td>613-725-9321</td>
</tr>
<tr>
<td><strong>Greek Orthodox</strong></td>
<td>1315 Prince of Wales Drive</td>
<td>613-225-8117</td>
</tr>
<tr>
<td><strong>Hare Krishna Temple</strong></td>
<td>212 Somerset Street E</td>
<td>613-565-6544</td>
</tr>
<tr>
<td><strong>Jehovah’s Witnesses Kingdom Hall</strong></td>
<td>405 Gladstone Avenue</td>
<td>613-230-4352</td>
</tr>
<tr>
<td><strong>Ottawa Muslim Association Mosque</strong></td>
<td>251 Northwestern Avenue</td>
<td>613-725-0004</td>
</tr>
<tr>
<td><strong>Bethel Pentecostal Church</strong></td>
<td>500 Viewmont Drive</td>
<td>613-226-1383</td>
</tr>
<tr>
<td><strong>Rideau Park United Church</strong></td>
<td>2203 Alta Vista Drive</td>
<td>613-733-3156</td>
</tr>
<tr>
<td><strong>Erskine Presbyterian Church</strong></td>
<td>343 Bronson Avenue</td>
<td>613-232-3144</td>
</tr>
<tr>
<td><strong>St. Mary’s Coptic Orthodox Church</strong></td>
<td>1 Canfield Road, Nepean</td>
<td>613-569-0052</td>
</tr>
<tr>
<td><strong>St. Matthew’s Anglican Church</strong></td>
<td>217 First Avenue</td>
<td>613-234-4024</td>
</tr>
<tr>
<td><strong>Temple Israel of Ottawa (Jewish - Reform)</strong></td>
<td>1301 Prince of Wales Drive</td>
<td>613-224-1802</td>
</tr>
<tr>
<td><strong>Hindu Temple of Ottawa-Carleton Inc.</strong></td>
<td>4835 Bank Street, Gloucester</td>
<td>613-822-1531</td>
</tr>
</tbody>
</table>
Off-Campus Resources

Nearby Carleton University

Bank Street
Bank Street is a major road in Ottawa, running from the North of the city to the South. It is a popular shopping and business district, also known as the ‘Bank Street Promenade’. It also includes Lansdowne Park, a hockey arena and conference center. There are many small shops and restaurants along Bank Street to enjoy.

Brewer Park
Across the road from Carleton’s campus is Brewer Park, a large green space for sports or recreational activities. There are fields for soccer, baseball and a basketball court. There are also bike and jogging paths around the park. Brewer Park also has a mini-waterpark and playground.

Billings Bridge
Originally the first shopping centre built in Ottawa, Billings Bridge has a long history of customers. Situated just across the river, this shopping centre is easily accessible by bus. The centre has a large grocery store, a Zellers, many different banks, other retail stores and a food court.

The Glebe
The Glebe is a neighbourhood near Carleton. Bank Street runs through its center, and there are many small stores, restaurants and pubs along the street to explore.

Dow’s Lake and Little Italy
Dow’s Lake is a short walk away from campus. There are paths all around the lake to jog, walk or bike along. At the North end of the lake, there is a small pavilion with restaurants. Situated to the North of the lake, Little Italy includes many different restaurants and pubs, known for their authentic Italian food and atmosphere.

South Keys
The South Keys Shopping Centre is a large strip mall to the South of campus, easily accessible with the O-train. It has many ‘big box’ stores, such as Wal-Mart, Future Shop, Staples, Chapters, and a large grocery store, Loblaws. It also has a movie theatre, called Cineplex Odeon South Keys. There are also a few restaurants and coffee shops here.

Rideau Canal
The Canal runs just outside of Carleton’s campus. The Capital Pathway runs alongside the Canal. You can skate or ride a bike from Carleton to downtown along the bike path.
Off-Campus Resources

Getting Around

Ottawa is serviced by OC Transpo, the main public transportation system in the region. Carleton University is connected to the rest of the city through OC Transpo.

There are 4 routes that service Carleton University campus: Bus routes 4, 7, 111, and light rail—the O-train.

**4 Hurdman**: This bus does not go downtown, but does go to the Billings Bridge Shopping Centre.

**4 Rideau Centre**: This goes to the Rideau Shopping Centre, which is near Parliament Hill and the Byward Market.

**7 St. Laurent**: This bus also goes downtown, via Bank Street.

**111 Baseline**: This bus services the neighbourhoods to the West of Carleton. It does not go downtown.

**O-train**: The O-train runs from the North to South of Ottawa, with 5 stops along the way. The South Keys direction ends at Greenboro station, which is the South Keys Shopping Centre.

The North direction goes through Carling station, which is close to Dow’s Lake and Little Italy. This direction ends at Bayview station, where you can also catch a bus to go downtown.

For more information about Ottawa’s transportation system, please visit the OC Transpo website:

www.octranspo.com

Taxis

Ottawa has several taxi services, and almost all of them service Carleton University.

When on campus, you can typically find taxis outside of Residence Commons and near the entrance of the University Centre.

You can also call to order a taxi.

Some popular companies are:

**Blue Line Taxi**: (613) 238-1111

**Capital Taxi**: (613) 744-3333

**West-Way Taxi**: (613) 727-0101
Events

IPDET Events

A number of special activities planned for IPDET participants require that we purchase tickets in advance. As such, special activity sign-up sheets will be available during breaks in-between classes in the days prior to the event. Feel free to sign up for as many activities as you like. **Tuition-only students are welcome to join, but must cover their own tickets and expenses.**

Transportation to and from all activities will be arranged by the program; participants will be picked up in front of Leeds House.

**Please note:** Event details are subject to change. You will receive a newsletter daily throughout the program that will keep you abreast of all updates and additions to the activities schedule.

On the next page we have provided you with a highlight of the list of special activities planned for the 2012 program.

Many events are outdoors, so please dress according to the weather. Summer in Canada is typically warm during the day and cooler at night. Please visit www.weathernetwork.com to check the day’s weather.

**Music:** Participants are encouraged to send **some of their favourite music** to us to create a fresh mix for parties and graduations!

We look forward to seeing you at as many events as possible!
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<thead>
<tr>
<th>Day</th>
<th>Mon. 6:00 AM</th>
<th>Tue. 11:30 AM</th>
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<th>Thu. 8:00 PM</th>
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<th>Sat.</th>
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<td>2</td>
<td>1000 Islands Boat</td>
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**June - July 2012**

**Special Events Programming**

**June 19, 2012**

Office: D119 Loop Building
Phone: +1 (613) 250-2600 x8856
Email: yentl.timson@carleton.ca

Please contact Yentl Timson for specific questions about special events.
Weekend Event Descriptions

Gatineau Park
Participants can enjoy a picnic lunch and a day of activities in the Ottawa region’s magnificent nature reserve, Gatineau Park. The picnic will take place at Breton Beach on Lac Philippe. There are hundreds of kilometres of trails and forest to enjoy.

Parliament Hill/ Byward Market
Spend an afternoon on Parliament Hill and learn about Canada’s history and government while taking a tour of the beautiful Parliament buildings. Afterwards, head over to the Byward Market, Ottawa’s busy and exciting shopping and dining area.

Montreal
An eclectic blend of Old World charm and fast-paced metropolis, Montreal is a vibrant and energetic city with lots to see and do. Participants will be able to explore the city on their own, as well as taking a guided tour to learn about the landmarks and history of Quebec’s largest city.

Summer Solstice Aboriginal Art Festival OR Shopping Day
Showing off the diversity of the Ottawa region, the Art Festival’s lively programming includes an aboriginal artisan village, interactive workshops and demonstrations, art vendors and musical acts.

The other option for the day is a shopping trip to Bayshore Shopping Centre. This 3-storey mall is one of the most popular in Ottawa, with well over a hundred different stores to choose from and a variety of restaurants in a food court.

1000 Island Boat Cruise
Just South of Ottawa on the Saint-Lawrence River is the 1000 Islands, a beautiful mix of different islands that are home to many famous landmarks, such as Boldt Castle and Singer Castle. Participants can join the boat cruise and have a tour of the 1000 Islands, while enjoying a buffet lunch.

Canada Day Celebrations
July 1st is the Canadian national holiday celebrating the anniversary of the day Canada became a country in 1867. This year in 2012, it is the 145th anniversary. There will be celebrations and fireworks down at Parliament Hill in the evening which participants are welcome to attend.
Checkout Procedure

All IPDET participants staying in residence should checkout at the reception desk in Residence Commons before their departure.

Please note: your room must be vacated by 11:00 am on the day you checkout. This is particularly important as new participants and other guests will be arriving on that day.

There is a scale to weigh luggage at the reception desk if you need to before you leave. A temporary luggage storage room is also available in Residence Commons for those whose flights are later in the day.

Participants who are attending the first two weeks of IPDET only are expected to check out by Saturday, June 23. Those leaving after week three are expected to check out by Saturday, June 30, while those who are attending until the end of week four are expected to checkout by Saturday, July 7.

If your itinerary does not permit you to leave on Saturday, please inform Yusra (yusra_uzair@carleton.ca, 613-520-2600 x 8856) and residence staff, as a later checkout may be possible to arrange. However, please be advised that you may be charged for additional nights, depending on your personal circumstances.