



2023 CACEE National Conference

“Cultivating the Early Talent Pipeline: Embracing Inclusion, Pushing Boundaries, and Strategic Partnerships”

December 4 – 6 | BMO Institute for Learning (IFL) | Toronto, ON

Know Before You Go Package

This package is chock-full of helpful venue details, logistics information, and insights into the conference program. It is your guide to getting ready for and engaging at the conference.

Click on the links below to be taken to the relevant section. If you have any questions or require additional information, please reach out to events@cacee.com.

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Conference Dates & Times

December 4th – 6th

Registration opens at **12:00 pm** on **Monday, December 4th** and the conference will conclude at 1:00 pm on **Wednesday, December 6th**.

* **Note** * If you haven't already, please let us know if you will not be in attendance for the full conference. This helps us with important logistics and safety planning. Thank you!

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Everything You Need to Know About the BMO IFL

Address & Google Map -

BMO Institute for Learning (IFL)

3550 Pharmacy Avenue
Scarborough, ON M1W 3Z3

[Click here](#) to get directions with **Google Maps**.

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Venue Map & Key Rooms –

Here is a [map of the venue](#). The rooms you will want to get acquainted with are:

- The Presentation Hall
- The Bow (specifically the Bow Middle or Grand Hall)
- The Studio
- Room 101
- Room 102
- The Social Centre

*The Presentation Hall and each breakout room will be equipped with note pads, pens, water candy, flip charts, wi-fi access and technology needed for the session.

And, for those staying on-site, you'll also want to become acquainted with:

- The Dining Room
- Fitness Centre
- Guest Rooms

If you would like a sneak-peak of the venue, you can [take a 3D tour here](#).

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Parking –

There is ample complimentary and security patrolled parking available - 470 spots in total. Please note that all parking is outdoors.

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Technology –

Wi-Fi - Complimentary, reliable, and high speed wi-fi is available throughout the IFL (including in the on-site accommodations).

Charging Station – There is a complimentary charging station available in the main Presentation Hall should the battery on your mobile devices require a charge during the conference day.

Applications - Many of our plenary, poster, and session speakers have indicated that they will make use of tools like **Mentimeter** and **Padlet**. Some presenters and exhibitors will also have QR codes that you can scan to gain access to key content and take-a-way materials. And, of course, there is the conference app which is essentially your co-pilot for the conference.

Please plan to bring your mobile device or laptop with you to access these tools and actively engage throughout the conference.

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Accommodations –

Still looking to Book Accommodations? [You can do so here](#). The exclusive CACEE rate is \$230/night which includes breakfast each day and dinner (when not otherwise a part of the conference program). The CACEE booking window is December 3rd – 6th and you may book any combination of evenings therein.

Arriving on Sunday, December 3rd? The BMO IFL has opened-up additional rooms, so you are now able to [amend your reservation](#) to include this additional night at the CACEE exclusive rate. In addition to dinner on Sunday, your package will also include breakfast and the option for lunch (before the conference starts in the afternoon) on Monday.

Arriving on Monday, December 4th? We recommend arriving between 12:00 - 12:30 pm to give you time to check-in at the **Front Desk**. If your room is ready, this will provide you with a few minutes to unpack, before stopping by the conference registration desk to kick-off your conference experience.

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Additional Information for Attendees Staying On-Site –

[Click here](#) for additional details about room amenities (under Stay Tab), on-site recreation and wellness facilities (under Play Tab), and other helpful tips for preparing for your stay at the BMO IFL!

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Health and Safety Protocols -

[Click here for more information](#) about the BMO IFL's commitment to health and safety. In accordance with the Province of Ontario's reopening plan, CACEE will take direction from the Ministry of Public Health in accordance with the latest provincial guidelines.

As of March 21, 2022, masks are not required at the BMO IFL. Though masks are **NOT mandatory** as of this date, they will still be encouraged for both guests and employees and highly recommended for those who are immunocompromised, at high risk, or who choose to still use them. Proof of vaccination is **no longer required** at the BMO IFL.

Please note this may be subject to change but compliance with all government regulations at the time will be required and enforced at the conference.

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Contact Details –

If you need to contact the BMO IFL in advance or during the conference (e.g., there is an urgent issue), you can call the **Front Desk** at 416.490.4300.

In the lead-up to the CACEE National Conference you can reach out to us at events@cacee.com or 416.929.5156 with any questions or if there is anything we can do to support you in getting ready for the 2023 CACEE National Conference.

Should there be an urgent issue on-site at the conference, please connect with any of the BMO IFL staff, a CACEE Board Member (they will have a distinctive tag on their name badge), or our Executive Director, Trevor Buttrum (trevor.buttrum@cacee.com), and they will do their best to assist in any way possible.

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Attendee Profile & Delegate List

There are **100+ delegates** registered for the conference with over 40+ post-secondary career centres and 15+ Employers/Professional Associations represented from Victoria, BC right out to St. John's, Newfoundland!

Around 20% of attendees are from Western Canada, about 12% are from Atlantic Canada and Quebec, and close to 67% are from Ontario.

Want a sneak peek of who will be in attendance? [Check out the delegate list](#). Please note that this list is subject to change and a fully updated list will be available to you in the conference app.

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Dress

For those looking for a guideline of what to pack/wear throughout the conference, your version of business casual during the day and casual in the evening (after 7:00 pm) will work well for what we have in-store.

While the IFL is fully equipped for everything you may need throughout the conference, if you are planning to venture outside expect daytime highs of about 3 degrees and some mixed precipitation.

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Meals, Receptions & Nourishment Hubs

Chef Murray and his team at the BMO IFL are poised to take good care of all CACEE conference attendees!

Your conference registration includes:

- **All-day access to the Nourishment Hubs** – soft drinks, juice, coffee, tea, and water throughout the day, along with a selection of snacks and small bites.
- **TalentLink & Exhibitor Showcase Receptions**– a selection of snacks and small bites, 1 drink ticket for a selection of beer and wine, and soft drinks.
- **Quick Start Breakfast on Day 2 & 3** – a selection of pastries, coffee, tea, and water to kickstart your day.

- **Lunch on Day 2 & 3** – a delicious 3-course plated luncheon to enjoy as we celebrate excellence in our space on Day 2 and a buffet lunch as the conference draws to a close.
- **Dinner & Social Event** – a fun and casual dinner with food stations with 1 Drink Ticket, complete with a chocolate and candy sculpture making contest on Day 2.

Staying on-site? You will also have access to a hot breakfast buffet each morning you are on-site and a buffet dinner on Monday evening in the Dining Room.

When you check-in to your room you will also be offered the option to enjoy lunch on Monday before the conference kick-off, also in the Dining Room.

All meals and snacks will offer selections to meet the dietary requirements of attendees.

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Conference Agenda

[Download the Conference Agenda](#)

Here are some additional insights into the conference program to support your preparations and engagement at the event:

Registration -

The conference Registration Desk **opens on Monday December 4th at 12:00 pm.**

Please be sure to stop by the desk to pick-up your nametag and lanyard (this must be worn at all times throughout the conference), your Networking Bingo Card, and other materials to get you started at the conference.

If you are not joining for the full conference, registration will be open from 8:00 – 8:30 am on Tuesday, December 5th and Wednesday, December 6th, unless other arrangements have already been made.

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Connect & Ignite Session -

This dynamic and fun-infused start to our conference offers a chance to:

- make connections
- reflect and set personalized goals
- identify career, recruitment, and workforce trends
- talk about the evolving needs of students and ourselves as professionals amid the wake of the pandemic and other significant influencers on our space

and, set the tone for our amazing few days together as a CACEE community and network of expertise!

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Plenary & Fireside Chat Sessions -

We have an amazing line-up of plenary and fireside chat speakers at this year's conference!

In three plenary and one fireside chat sessions throughout the event, we will explore the:

- evolving landscapes in Experiential Learning & Skill Building across our talent ecosystem
- critical role of Career Influencers in creating safe, meaningful, and sustainable career pathways
- new normal and social contract in the workplace
- impact of the AI revolution in our space and on the future of work

[Learn more](#) about and check out the session summaries for each of the plenary and fireside chat sessions at the 2023 CACEE National Conference.

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Communities of Practice (CoP) Roundtables -

These roundtable discussions are an opportunity to niche-down into your areas of interest and role in strengthening the early talent pipeline. While there is a facilitator for each CoP, they are there to nurture dialogue rather than to lead it. So come prepared to exchange ideas, tap into collective expertise, share successes and key learnings, identify approaches to common challenges, and foster connection with colleagues.

There are **6 CoP Roundtables** to choose from:

Round # 1 - Monday, December 4th, 2023 | 2:15 – 3:30 pm

1. Senior Career Leaders – University
2. Campus & Early Talent Recruitment Strategy – Employers & Professional Associations
3. Optimizing Strategies & Best Practices for Student Engagement

Round # 2 – Monday, December 4th, 2023 | 3:45 – 5:00 pm

4. Colleges – Career Educators & Leaders
5. AI & Technology – Applications in Career Education
6. Building Working Alliances with Industry – Employer Relations

[Learn more](#) about the topics being explored in each CoP session.

Plan to **choose one CoP Roundtable** to attend on Monday afternoon. You will have the opportunity to attend **the Fireside Chat** focused on **Experiential Learning & Skill Building** in the other learning block on Monday afternoon.

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TalentLink Reception -

Sponsored by:



What better way to cultivate the early talent pipeline than fostering connections between career educators and employers?

This fun-take on speed networking on Monday evening will provide a forum for employers to build their brand awareness amongst career influencers and for career educators to pitch how their students and new grads can help meet employers' talent needs.

The event is also a great opportunity to share innovative programs (e.g., experiential learning, diversity focused initiatives, new graduate rotational programs, and more) with each other and identify ways to collaborate.

Employers – you don't need to bring any banners or swag, but you may wish to have a QR code at the ready to drive traffic to your website. You'll select a cocktail table and network with representatives from 40+ career centres across Canada. This is your chance to do a pulse check on student engagement, tap into strategies to support your employer brand building and recruitment goals, and foster connections with key contacts.

Career Educators – come prepared to talk up your talent, share your innovative approaches to support student and employer connections, ways you help employers to build their brand on-campus, and your understanding of what students are looking for in a potential employer.

A selection of snacks and small bites will be served throughout the event for your enjoyment. Your conference registration includes one drink ticket for this reception. There will also be a cash bar available should you wish to purchase additional beverages throughout this reception.

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Hot Topic Tables -

Excited and want to get a jump on things before the official start of the conference program for the day? Why not fuel your morning by joining one of the **Hot Topic Table** discussions – where ideas sizzle, perspectives blaze and innovation sparks! Join a few of your colleagues in exchanging insights on the hottest trends, issues, and topics in our space.

If a table is full, feel free to grab another and expand the conversation. Or should one of the conference sessions spark a conversation you'd like to continue, or you have another burning question you would like to explore, you are most welcome to invite a few colleagues to join you.

While these conversations are entirely optional (we get it if you just want to start your day with a hot cup of coffee...) sometimes it's the unstructured conversations that ignite amazing ideas!

Tuesday Hot Topic Tables

- **Topic # 1** – Centring Reconciliation in Career Education and Early Talent Acquisition Programming for Indigenous Students
- **Topic # 2** – Supporting Student (and our own) Mental Health Both During Peak Periods and All-Year Round
- **Topic # 3** – Salary Transparency in Job Postings: What's the Impact?
- **Topic # 4** – How Can We Empower the Next Generation of Innovators & Changemakers?

Wednesday Hot Topic Tables

- **Topic # 1** – Measuring the Impact & ROI of Career Education and Campus Recruitment Initiatives
- **Topic # 2** – Accessibility by Design in Career Education and Campus Recruitment
- **Topic # 3** – Green Skills and Careers in Sustainability

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Concurrent Sessions -

In these learning blocks you will have the opportunity to choose sessions that:

- fit with your personalized goals for your professional development and learning at the conference.
- are aligned to your role as a senior leader, career educator, or employer.
- explore topics that are top of mind in our work supporting students and new graduates in navigating their transition from school to the workplace.
- are led by subject matter experts, innovators, and leaders in our space.

The [conference agenda](#) showcases all sessions and speakers at a glance. Full session descriptions, and additional details are [available here](#) and in the conference app.

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Excellence in Innovation Showcase – Poster Sessions -

Dive into groundbreaking research, insights, and initiatives as a part of the Excellence in Innovation Showcase. Don't miss these poster sessions for a first-hand look at the forefront of career education and campus recruitment as you:

- explore a research collaboration out of Dalhousie and Mount Saint Vincent University investigating the impact of career education on students' competency development and career readiness
- uncover data-driven excellence in student engagement at the UTM Centre
- are inspired by the impact of the Faculty of Land and Food Systems Mentorship Program at UBC
- contribute to charting the course in refreshing the CACEE Competencies

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Exhibitor Showcase -

Engage with an AI avatar, contribute to national advocacy, take a competency and career assessment, explore different industries, talk about ways to help early talent understand and develop their workplace critical skills, explore funding avenues for student support, learn about opportunities to further your own professional development... all in the Exhibitor Showcase!

There is also an engagement challenge with the **chance to win fabulous prizes** including a **FREE registration** to the 2024 CACEE National Conference!

Snacks will be available to keep you fueled throughout this reception. Your conference registration includes 1 drink ticket, and a cash bar will be available should you wish to purchase additional beverages throughout this reception.

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Social Events -

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Networking Bingo

At the registration desk, you will be given your **Networking Bingo Card**, sponsored by **Enterprise Mobility!** Each square provides an opportunity to learn more about your fellow attendees. If you connect with an attendee who is a match to one of the square descriptions, have them print their name and initial that square. Complete the full card and enter a draw to win one of three amazing gift cards!

You will have a chance to get a jump start on completing your networking bingo card at the Connect & Ignite Session on Day 1 of the conference.

Dinner and Social Event

On Tuesday evening, be sure to join in the fun over a casual dinner, take part in a spirited chocolate and candy sculpture competition, and enjoy some down time with your fellow conference attendees! This event is proudly sponsored the 2023 CACEE National Conference Social & Networking Partner, **Enterprise Mobility.**

Your conference package includes 1 drink ticket. There will also be a cash bar available if you wish to purchase additional beverages throughout the event.

Networking Suite

Join your conference colleagues for a cup of good cheer, a game of pool or darts, conversation, and fun after your conference programming day in the Social Centre.

On Monday, this will be a more informal event we've coined 'Networking Unplugged' and on Tuesday, we will keep the good times rollin' after our Dinner and Social Event sponsored by **Enterprise Mobility.**

Please note that Monday night there will be a cash bar available until 11:00 pm. And, on Tuesday evening, you will be provided with 1 drink ticket to enjoy a beverage of your choice throughout the evening (with a cash bar available until 11:00 pm to purchase additional beverages if you wish).

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Innovation & Solutions Sprint -

They say two minds are better than one! What about 100+? This session is all about applying a systems-thinking approach to address emerging trends and issues in career education and early talent recruitment. Through your lens as a senior leader, career educator, or employer we will generate ideas, solutions, opportunities, and innovative approaches that will push boundaries, empower excellence, and advocate for the importance of our critical work cultivating the early talent pipeline.

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Conference App

In the days leading up to the conference, you will receive an invitation to the Pheedloop platform which will also serve as the conference app. This is essentially your co-pilot throughout the conference experience with full program and session summaries, opportunities to connect directly with fellow attendees, speakers, sponsors, and exhibitors, and stay up to date with all the conference happenings while on-site at the BMO IFL. Stay tuned!

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